SHARYLAND ISD

EMPLOYEE HANDBOOK

2026-2027

Excellence is Our Tradition

HUMAN RESOURCES

Accountability • Service • Commitment

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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.

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.sharylandisd.org.

District Information

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

Description of the District
Mascots: *Rattlers, Diamondbacks, and Cobras*

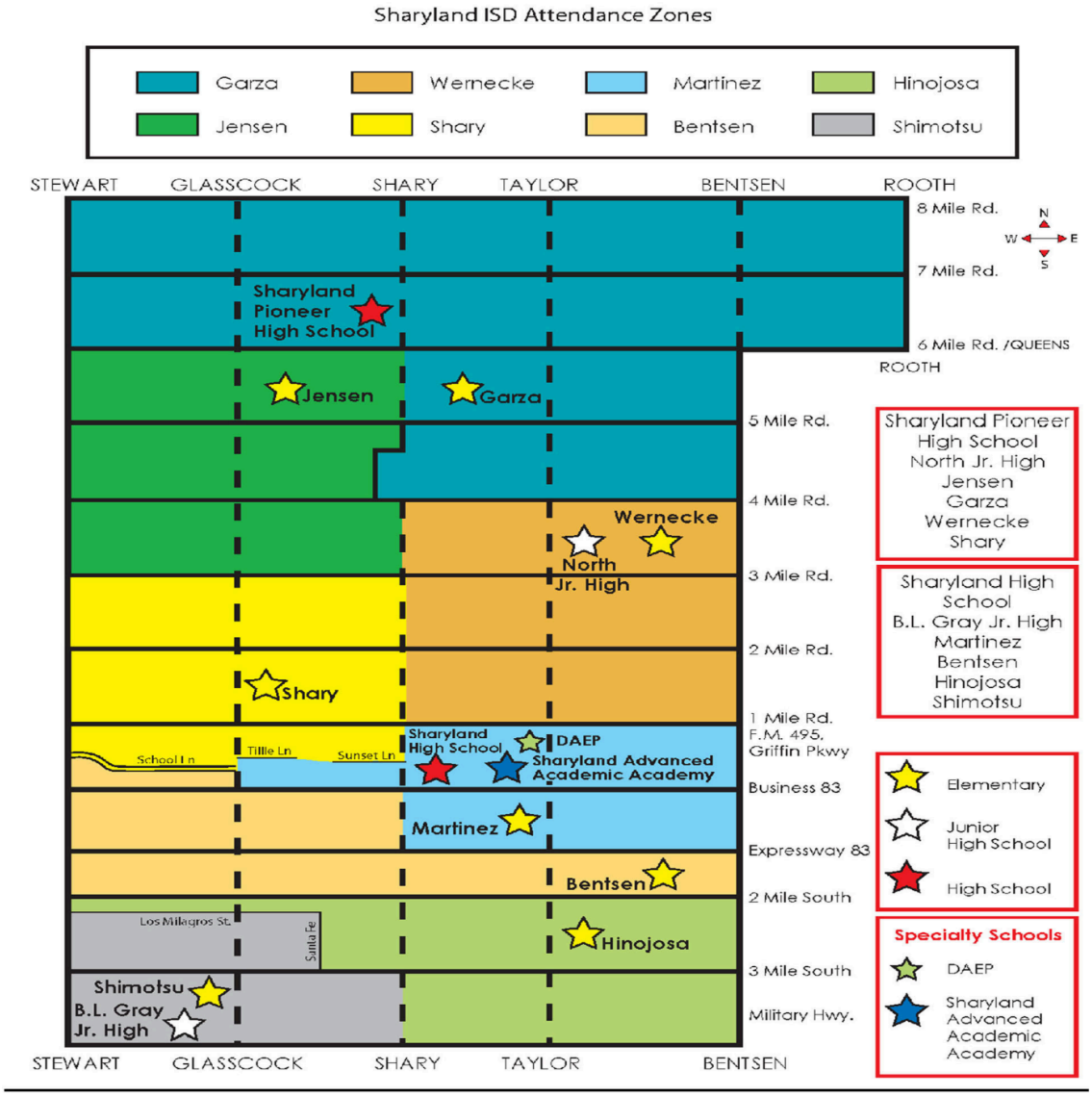
Colors: *Red, White, Charcoal, and Navy*
Communities Served: *Sharyland, Mission, Alton, Palmhurst, Edinburg, and McAllen*

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

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

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

District Map



Mission Statement, Goals, and Objectives

Policy AE

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

District Goals

Policy AE (EXHIBIT)

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

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

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

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

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

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

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

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

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

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

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

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

Board of Trustees

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

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, 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 at large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

Hector Rivera
President

Andrew Riddle Secretary	**Julio Cerda** Vice President	**Maritza Venecia** Assistant Secretary
Meagan Sullivan Member	**Dr. Noe Oliveira** Member	**David Keith** Member

The board usually meets on the second to the last Monday at 6:00 pm. 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 three (3) business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

Board Meeting Schedule

Monday, August 24 (SHS)
Monday, September 21 (PHS)
Monday, October 19 (SHS)
Monday, November 16 (PHS)
Monday, December 14 (SHS)
Monday, January 18 (PHS)
Monday, February 22 (SHS)
Monday, March 22 (PHS)
Monday, April 19 (SHS)
Monday, May 17 (PHS)
Monday, June 21 (Rattler Room)

Executive Leadership

Dr. Elaine Howard
Superintendent

Dr. Herbeto Hinojosa Chief Administrative Officer	Jaime Ortega Chief Financial Officer	Azucena Garza Chief Human Resources Officer
Annette Quintanilla-Parvin Chief Instruction Officer	Mark Dougherty Chief Operations Officer	David Culberson Chief Technology Officer
Nancy Barboza Communication & Creative Services Officer		Ron Adame Athletic Director

Campus Leadership

SECONDARY

Maria Barrera Principal Pioneer HS	Lori Ann Garza Principal Sharyland HS	Gina Garcia Associate Principal Sharyland Advanced Academic Academy	Tizoc Silva Administrator Alternative Education Center
Jesus Flores Principal BL Gray JH	Jose Silva Principal Sharyland North JH		

ELEMENTARY

Luis Rodriguez Principal Lloyd & Dolly Bentsen ES	Maricruz Perez Principal Olivero Garza ES	Dora Lopez Principal Ruben Hinojosa ES	Nancy Mendez Principal Jessie Jensen ES
Hilda Alejandro Principal John H Shary ES	Norma Salazar Principal Donna Wernecke ES	Claudia Garza Principal Harry Shimotsu ES	Maria Avila Principal Romulo Martinez ES

Departmental Leadership

Administrative Services

Lela Culberson Director Campus Improvement	Jorge Gonzalez Director Safety	Lorene Bazan Director Student Support

Athletics and Fine Arts

Laura Cavazos Assistant Athletic Director	Arnold Salinas Director Fine Arts

Business & Finance

Christopher Cortez Director Business Services	Alyssa Silva Director Payroll	Jesse Salazar Director Purchasing

Curriculum Instruction, & Assessment			
Jennifer Martinez Executive Director	Diana Rojas Director Advanced Academics	Monica Kaufmann Director Career & Technical Education	Nayeli Perez Director Early Childhood
Dayanara Montes Director Intervention	Dr. Vanessa Leal Director Special Education		

Human Resources	
Aliza Pena Coordinator Position Control/Staffing	Angela Garcia Coordinator Staffing

Operations			
Iris Perez Director Child Nutrition	Andres Benitez Director Operations	Enrique Mata Director Transportation	Noe Martinez Supervisor Maintenance

Technology		
DeVaughn Resczenski Executive Director Data Svcs.	Tisha Dahlberg Director Computer & Device Svcs.	George Culberson Director Network & Surveillance Svcs.

District Calendar

SHARYLAND INDEPENDENT SCHOOL DISTRICT
2026 - 2027 DISTRICT CALENDAR

July 2026

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
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August 2026

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September 2026

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27	[28	29	30			

October 2026

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25	26	27	28	29	30]	31

November 2026

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December 2026

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13	14	15	16	17	18]	19
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27	28	29	30	31		

Sharyland ISD
1200 N. Shary
Mission, TX 78572
www.sharylandisd.org

Important Dates

August 3	First Day for Teachers
August 17	First Day for Students
May 26	Last Day for Students
May 27	Last Day for Teachers
Nov. 20, Dec. 18, May 26	Early Release

Class Start/Dismissal Times

Elementary	
8:00am - 3:30pm	Breakfast 7:30
Early Dismissal 12:00pm	
Jr High	
8:15am - 4:05pm	
Jr High Early Dismissal 12:30pm	

District Holidays

September 7	Labor Day
October 12	Columbus Day
November 23 - 27	Thanksgiving Break
December 21 - January 4	Winter Break
February 15, April 30	Bad Weather Day
March 15 - 19	Spring Break
March 26 & 29	Good Friday/Easter Monda
May 31	Memorial Day

State Testing Dates

November 30 - Dec 11
April 5-30
June 14-25

District PD Days & Teacher Work Days

August 4-12	August 3
Oct 2	August 13-14
Nov 6	May 27
Jan 5	
Feb 26	

January 2027

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February 2027

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March 2027

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April 2027

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May 2027

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June 2027

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Instructional Periods

Semester 1		Semester 2	
1st Progress Report	9/4/2026	4th Progress Report	1/22/2027
1st Reporting Period	9/25/2026	4th Reporting Period	2/12/2027
2nd Progress Report	10/9/2026	5th Progress Report	3/8/2027
2nd Reporting Period	10/30/2026	5th Reporting Period	4/13/2027
3rd Progress Report	11/20/2026	6th Progress Report	5/3/2027
3rd Reporting Period	12/18/2026	6th Reporting Period	5/26/2027

Symbols

- Holiday - Student and Staff
- District PD (no school for students)
- Teacher Workday (no school)
- State Testing Days
- Early Release
- UIL Eligibility 7 Day Grace Period
- Bad Weather Day
- [ ] Progress & Reporting Periods

Adopted 11/17/2025
UIL Approved 2-11-2026
Revised 4-7-2026

High School Calendar

SHARYLAND INDEPENDENT SCHOOL DISTRICT
2026 - 2027 High School Calendar

July 2026

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5	6	7	8	9	10	11
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August 2026

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September 2026

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20	21	22	23	24	25]	26
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October 2026

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25	26	27	28	29	30]	31

November 2026

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December 2026

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

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1200 N. Shary
Mission, TX 78572
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Class Start/Dismissal Times

High School
8:15am - 4:05pm
Early Dismissal 12:30pm

District Holidays

September 7	Labor Day
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November 23 - 27	Thanksgiving Break
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State Testing Dates

November 30 - Dec 11
April 5-30
June 14-25

District PD Days & Teacher Work Days

August 4-12	August 3
Oct 2	August 13-14
Nov 6	May 27
Jan 5	
Feb 26	

January 2027

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February 2027

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March 2027

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April 2027

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May 2027

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June 2027

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20	21	22	23	24		26
27	28	29	30			

Instructional Periods

FALL Semester 1 & 2	
1st Progress Report	9/4/2026
2nd Progress Report	9/25/2026
Sem 1 Grading Period	10/9/2026
1st Progress Report	10/30/2026
2nd Progress Report	11/20/2026
Sem 2 Grading Period	12/18/2026

SPRING Semester 3 & 4	
1st Progress Report	1/22/2027
2nd Progress Report	2/12/2027
Sem 3 Reporting Period	3/12/2027
1st Progress Report	4/12/2027
2nd Progress Report	5/3/2027
Sem 4 Reporting Period	5/26/2027

Symbols

- Holiday - Student and Staff
- District PD (no school for students)
- Teacher Workday (no school)
- State Testing Days
- Early Release
- UIL Eligibility 7 Day Grace Period
- Bad Weather Day
- [ ] Progress & Reporting Periods

Adopted 11/17/2025 UIL
Approved 2/11/2026
Revised 3-11-26

Helpful Contacts

Employees occasionally have questions or concerns. If supervisors or at the campus or department level cannot answer those questions or concerns, the employee is encouraged to contact the appropriate department, as listed below.

Superintendent	956-580-5200
Chief Administrative Officer	956-584- 6412
Chief Financial Officer	956-584-6401
Chief Human Resources Officer	956-584-6400
Chief Instruction Officer	956-580-5200
Chief Operations Officer	956-580-5200
Chief Technology Officer	956-584-6410
Communication and Creative Services Officer	956-580-5200
Athletic Director	956-580-5300
Athletic Office & Ticket Sales	956-580-5300
Child Nutrition	956-584-6403
Federal Programs	956-584-6405
Maintenance	956-580-5246
Payroll	956-584-6404
Special Education	956-580-5218
Transportation	956-580-5240

Campus Information

SHARYLAND ISD

Excellence is Our Tradition

CAMPUS INFORMATION

Sharyland High School
1216 N. Shary Road
Mission, TX 78572
Phone: (956) 580-5300
Fax: (956) 580-5311

Sharyland Pioneer High School
10001 N. Shary Road
Mission, TX 78572
Phone: (956) 271-1600
Fax: (956) 584-3846

Sharyland Academic Advanced Academy
1106 N. Shary Road, Bldg. A
Mission, TX 78572
Phone: (956) 584-6467
Fax: (956) 584-6455

Sharyland Alternative Education Center
1501 N. Taylor Rd.
Mission, TX 78572
Phone: (956) 584-6407
Fax: (956) 213-8009

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

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

Lloyd & Dolly Bentsen Elementary
2101 S. Taylor Road
McAllen, TX 78501
Phone: (956) 668-0426
Fax: (956) 668-0430

Olivero Garza, Sr. Elementary
7905 N. Taylor Road
McAllen, TX 78504
Phone: (956) 580-5353
Fax: (956) 580-5363

Jessie L. Jensen Elementary
501 N. Glasscock Blvd.
Alton, TX 78573
Phone: (956) 580-5252
Fax: (956) 580-5266

Ruben Hinojosa Elementary
4205 Los Indios Road
Mission, Texas 78572
Phone: (956) 584-4990
Fax: (956) 584-4998

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

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

Harry Shimotsu Elementary
3101 San Mateo
Mission, TX 78572
Phone: (956) 583-5643
Fax: (956) 519-1079

Donna Wernecke Elementary
4500 Dove Avenue
McAllen, TX 78504
Phone: (956) 928-1063
Fax: (956) 928-0221

Employment

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Title IX Coordinator, Azucena Garza, Chief Human Resources Officer, at 1200 N. Shary Road, Mission, TX 78572, via telephone at 956-584-6400 (ext. 1025) or via email at azucenagarza@sharylandisd.org*. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *Angela Uribe-Montes, Benefits and Leave Specialist, 1200 N. Shary Road, Mission, TX 78572, via telephone 956-580-5200 or via email at auribe-montes@sharylandisd.org*.

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

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

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

Contract and Noncontract Employment

Policy DC series

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

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

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

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

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

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Certification and Licenses

Policies DBA, DF

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

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

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the 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 the Human Resources Office if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty

after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

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

Health Safety Training

Policies DBA, DMA

District employes who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Director of Fine Arts by July 31, 2026.

Nurses, athletic coaches, or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the campus Athletic Trainer byJuly 31, 2026.

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

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the designated deadline established by the district. Requests for transfer during the school year will be considered only when the change will not adversely affect

students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor.

Workload and Work Schedules
Policies DEAB, DK, DL

Workday Start and End Times
Employee work hours are based on campus assignment and include both instructional and non-instructional duties.

Elementary Campuses: The workday is from 7:30 AM to 4:00 PM.
The instructional day for students is from 7:45 AM to 3:30 PM.
Extra duty pay applies to any approved work before 7:30 AM or after 4:00 PM.

Secondary Campuses: The workday is from 7:45 AM to 4:20 PM.
The instructional day for students is from 8:15 AM to 4:05 PM.
Extra duty pay applies to any approved work before 7:45 AM or after 4:20 PM.

Employees are expected to be on campus and ready to work by their scheduled start time and remain available for duties through the end of the workday.

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

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

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

ADA Accommodations
Policies DAA, DBB, DIA
The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Angela Uribe-Montes at (956) 584-6400 and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form, which is available on PowerSchool Records.

Upon receiving the reasonable accommodation request, the district ADA Coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation,the district ADA Coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. The district ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodations are provided and effective.

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.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact *the Benefits and Leave Specialist at 956-584-6400.*

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact *the Benefits and Leave Specialist at 956-584-6400* to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified

teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. 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 Human Resources Office.

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

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approved as required by statute. Services must be performed on the administrator's personal time. Contact the Chief Administrative Officer for more information.

Performance Evaluation
Policy DN, DPB series
Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

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

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

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Districts are required to annually review the TEA Continuing Education and Training Clearinghouse and approve the district's professional development plan.

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

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodian, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and Benefits

Salaries, Wages, and Stipends
Policies DEA, DEAA, DEAB
Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 24.)

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

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

Paychecks
All professional and salaried employees are paid monthly. Auxiliary hourly employees are paid bi-weekly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Payroll department if they have any questions.

The pay schedule for the 2026–2027 school year will follow a monthly pay date on the 25th of each month.

Automatic Payroll Deposit
Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact the Payroll Office for more information about the automatic payroll deposit service.

Payroll Deductions
Policy CFEA
The district is required to make the following automatic payroll deductions:

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid

tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments.
Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay. If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year. An agreement between an employee and the district must be in place in order to deduct any 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: 00 a.m. Saturday and ends at 11:59 p.m. Friday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

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

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

Travel Expense Reimbursement

Policy DEE

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

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to all full-time employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees on the district's insurance webpage.

The health insurance plan year is from January 1 through December 31. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage with qualifying events or during open enrollment. Employees should contact the *Benefits and Leave Specialist at 956-584-6400* for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for themselves or their family. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits and Leave Specialist at 956-584-6400 for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job.

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 the Workers' Compensation Clerk, Campus Nurse, Campus Administration, Campus Office personnel, or Employee Supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits,* pages 29-30 for information on use of paid leave for such absences.

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

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

Other Benefit Programs
- CRG (LEGAL) – Tax-sheltered annuities
- FDA (LOCAL) – A nonresident employee wishing to transfer into District schools shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.

Leaves and Absences
Policies CRD, DBB, DEC, DECA, DECB, DED, DG
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 Benefits and Leave Specialist at 956-584-6400* for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

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

- Local leave
- State sick leave
- State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. It is the employees responsibility to report any absence to their immediate supervisor and register each absence via Time Off/Skyward if applicable. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a “no call/no show”. An employee who is absent for 10 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee’s household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

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

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

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

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

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

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

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

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

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

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

The district shall not approve paid leave for more leave days than have accumulated in prior years plus leave currently available. Any unapproved absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

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

Recording Leave
Leave shall be recorded as follows:

1. Leave shall be recorded in half day increments for all employees.
2. If the employee is taking intermittent FMLA leave, leave shall be recorded in one hour increments.

Frequent or Prolonged Absences
All absences in excess of ten days shall be investigated by the immediate supervisor, who shall take appropriate action as required by district guidelines.

The supervisor shall report all absences in excess of 10 days in a school year to the Superintendent or designee, who shall take whatever action is deemed necessary.

An employee working a position that requires the use of the District's automated online or telephonic absence reporting system, must use the system to report all absences. Additionally, any employee who is absent three or more consecutive days must make personal phone contact with his or her immediate supervisor by the third day of absence.

Sanctions for Abuse
Policy DCD and DF Series
All employees leave shall be provided for the specific purposes stipulated in this policy. It is not intended to be used as a vacation or for mere convenience. Except for discretionary use of state personal leave, documentation at the discretion of the Superintendent or designee may be required for any absence. Abuse of the employee leave program is a violation of District policy and may result in disciplinary action up to and including loss of pay, suspension, demotion, or termination of employment, in accordance with appropriate District policies.

Neutral Absence Control
An employee's physical presence at work is an essential part of each employee's job with the District. The District recognizes that when an employee is absent, the employee may have available types and categories of leave available through the District policy, Texas law, or federal law. If an employee is absent from work after exhausting all available leave, the employee cannot perform an essential function of his or her job and may be subject to termination.

Summer Use
An employee whose normal work schedule does not extend past the regular school year shall not be eligible to use accumulated state or local leave if employed by the District as a substitute during the summer.

State Sick Leave
State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

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

Local leave for professional personnel shall accumulate to a maximum of 30 workdays and shall accumulate to ten workdays for other employees. Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year. [See DEC (LEGAL)]

Vacation

Policy DED

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

Catastrophic Illness or Injury Sick Leave Bank Program

Full time employees who are eligible for membership in the Texas Teacher Retirement System may wish to enroll in the Catastrophic Illness or Injury Sick Leave Bank by voluntarily donating three days of available local sick leave to become vested at the time of donation. The open enrollment period for current Sharyland employees shall begin July 1st of each school year and end on August 31st of that school year. The effective date will be upon the date leave is deducted from the employees local bank. New employees hired during or after the enrollment window dates have 14 business days to voluntarily join the Catastrophic Illness or Injury Sick Leave Bank Program. Contact the *Benefits and Leave Specialist at 956-584-6400* for more information. DEC (LOCAL).

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

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

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

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

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

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

apply for additional sick leave bank days, not to exceed 50 days per school year or contract year.

To apply for days from the sick leave bank, an employee shall submit in writing their request to *the Benefits and Leave Specialist* .

Medical certification by a healthcare provider as defined by the FMLA must be submitted with a request for sick leave bank days. Recertification of medical conditions is required every twenty-five business days if more days are being requested. The district reserves the right to request a second opinion to certify the need for leave by a healthcare provider designated by the district. The district will assume the cost if a second opinion is required.

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

Within ten working days of receipt of a member's request, the Benefits and Leave Specialist shall review the request and render a decision to the member and the payroll office.
If a member's request for Catastrophic Illness or Injury Sick Leave Bank is denied, the member may file a written appeal at Level Two in accordance with DGBA (LOCAL).

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

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

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

What is FMLA leave?
The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.
The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.
Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is ***not* paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?
You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?
Generally, **to request FMLA leave you *must***:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?
Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Procedures for Implementing Family and Medical Leave Provisions
Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

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

Intermittent Leave. When medically necessary or in the case of a qualifying emergency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of

intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

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

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

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to 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 Benefits and Leave Specialist at 956-584-6400* for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work, *the Benefits and Leave Specialist* should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits
An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave
Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the workers' compensation department.

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

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

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

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

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

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

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

Religious Observance
The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

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

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who

wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact *the Benefits and Leave Specialist at 956-584-6400* 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 Benefits and Leave Specialist at 956-584-6400* for details on eligibility, requirements, and limitations.

Employee Relations and Communications

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

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

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

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

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

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

Standards of Conduct

Policy DH-DHA

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See *Reports to the Texas Education Agency,* page 78 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

1. the nature, purpose, timing, and amount of the communication;

2. the subject matter of the communication;
3. whether the communication was made openly or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6.
7. 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.

Standards of Conduct

Employee Dress and Professional Appearance

As representatives of Sharyland ISD, employees are expected to maintain a professional appearance that reflects positively on the District and serves as a model for students.

Employees shall dress in a professional manner appropriate for their assignment and work environment. Professional attire should support a safe, respectful, and productive educational setting.

General Standard

Employees are expected to follow and model the spirit and intent of the District's student dress code. Employee attire and grooming shall meet or exceed student dress code standards while maintaining a professional appearance appropriate for an educational workplace.

Professional Appearance Expectations

Employees shall:

- Maintain professional standards of grooming and personal hygiene.
- Wear clothing that is clean, neat, and in good repair.
- Ensure clothing provides appropriate coverage and is not revealing, excessively tight, transparent, or distracting.
- Jeans are permitted provided they are professional in appearance, traditional in style, generally uniform in color, free from holes, rips, tears, stains, excessive fading, or distracting embellishments, and are worn with appropriate fit, length, and coverage.
- Wear footwear appropriate for a professional educational environment and assigned job duties.
- Present an appearance that does not disrupt the educational process or detract from the professional image of the District.

Prohibited Attire and Grooming

The following are not permitted unless specifically approved for a school-sponsored activity, spirit day, or work assignment:

- Clothing that is torn, tattered, excessively faded, revealing, inappropriate for the workplace, or otherwise inconsistent with a professional educational environment.
- Clothing, accessories, symbols, images, or language that are lewd, vulgar, obscene, offensive, discriminatory, gang-related, disruptive, or that promote alcohol, tobacco, vaping products, drugs, or other prohibited substances.
- Flip-flops are not allowed. However, open sandal-type footwear with a secure back strap is permitted.

- Pajama-type clothing, bedroom slippers, or other attire not appropriate for a professional work setting.
- Hairstyles, grooming, body art, piercings, or accessories that are distracting, disruptive, create safety concerns, or are inconsistent with the professional image of the District.

An employee who is in doubt about the appropriateness of a particular mode of dress should consult their principal or supervisor in advance. Campus administrators and supervisors are responsible for interpreting and enforcing this dress code. The District reserves the right to determine whether an employee's attire, grooming, or appearance is appropriate for the educational setting.

Employees who fail to comply with this policy may be directed to change into appropriate attire and may be subject to disciplinary action for repeated violations.

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

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

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

Procedures for reporting and investigating discrimination, harassment, and retaliation is available on the district's website www.sharylandisd.org

Harassment of Students
Policies DF, DH, DHB, FFG, FFH, FFI
Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall

immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 52 and *Bullying,* page 82 for additional information.

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

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee first has reasonable cause to believe that the child has been abused or neglected. Law Enforcement agencies include the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of the alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

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

Reports to DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx) or (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, a 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
Policy FFG
The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.sharylandisd.org. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or a disable individual, indecency with a child improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Mandatory Reporting of Employee Misconduct
Principals are required by law to report certain types of employee misconduct to the superintendent within 48 hours of becoming aware of evidence of the misconduct. The superintendent must then report the allegation to the Texas Education Agency (TEA) and the State Board for Educator Certification (SBEC) within 48 hours of learning about the evidence. This reporting requirement applies to both SBEC-certified and non-certified employees or service providers.

The types of misconduct that must be reported include:

- Abusing or committing any unlawful act with a student or minor, including physical mistreatment or threats of violence, even if no bodily injury occurred and even if the conduct is not criminal under Chapter 9 of the Texas Penal Code.
- Being involved in, soliciting, or engaging in a romantic or sexual relationship with a student or minor
- Engaging in inappropriate communication with a student or minor, as defined by SBEC rules
- Failing to maintain appropriate professional boundaries with a student or minor, as defined by SBEC rules

All staff are expected to take these reporting responsibilities seriously to ensure student safety and compliance with state law.

Reports to Texas Education Agency
Policies DF, DHB, DHC
The conduct of an employee must be reported to TEA within 48 hours if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or a minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must be reported not later than the seventh business day after termination or resignation or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

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

Liability and Immunity
Under Texas law, public school districts can now be held responsible if they are grossly negligent, reckless, or engage in intentional misconduct when hiring, supervising, or employing a professional school employee. The district may be held liable if that employee commits sexual misconduct or fails to report suspected child abuse or neglect, as required by law. The law also waives governmental immunity, meaning the district can be sued in these situations, and professional school employees may not claim official immunity as a defense. If a claim is successful, the employee may be awarded up to $500,000 in damages, as well as court costs and attorney's fees. These legal protections and remedies are in addition to any others provided by law.

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

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

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

Technology Resources

Policy CQ, CQD

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

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

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

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

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

Definition of "Device"

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

Internet Access

Sharyland ISD will provide wireless connectivity and access to the Internet for all BYOD devices through the SISD- BYOD network and all network use is subject to monitoring. This is the only Internet connection we are allowing for BYOD devices. Connecting to the Internet using a hard-wired network connection, MiFi devices, all cellular data connectivity, not limited to

3G/4G/LTE, as well as personal hotspot sharing is strictly prohibited." Again hard wired connections (plugging a mobile device directly to the SISD network via an Ethernet cable) are not allowed.

Terms of BYOD Internet Use

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

Security and Damages Responsibility

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

BYOD is a Privilege, not a Right

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

Additionally:

- The technology is allowed for educational purposes and only to enhance the classroom experience.
- Use and posting Facebook or other public media is prohibited during classroom/school hours.
- Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.
- Connecting devices to physical district technology property is prohibited. Items include but are not limited to printers, data projectors, speakers, hard wired network, etc.
- When authorized for use by the classroom teacher, devices will remain visible.
- Students/Staff take full responsibility for their personal electronic/digital devices. The school/district is not responsible for the security of the electronic devices. Additionally, students/staff are responsible for management, troubleshooting, and technical support of their personal devices. The school/district is not responsible for technical support of or repairs to personal devices.

- The technology may not be used to cheat on assignments or tests. The technology may not be used for non- instructional purposes (such as making personal phone calls and text/instant messaging) unless authorized by the teacher or administration.
- The district is not liable for any charges associated with texting, voice, data, roaming, and international charges due to the close proximity of our U.S. border.
- The technology may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours without the written consent from the participant(s) being filmed/photographed and authorization from the teacher or administration.
- The technology must be in silent mode while on school campuses and while riding school buses or school vehicles.
- All Internet access will be filtered and no attempt shall be made to bypass the filter using any technology available (proxy servers, remote desktop sharing, etc.).
- Students/Staff bringing technology to campus must verify that their anti-virus software exists and is up to date. Knowingly bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information may result in disciplinary action that could include suspension of BYOD privileges.
- Hacking, altering, or bypassing network security and sharing IDs/passwords are examples of inappropriate behavior and may result in disciplinary action that could include suspension of BYOD privileges.
- The school/district has the right to collect and examine any device that is suspected of causing network problems or is believed to be the source of a malicious attack or virus infection.

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

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

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

Sharyland ISD Guidelines for Acceptable use of Electronic Systems

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

- Obey all copyright regulation for software, classroom web pages, electronic resources, and equipment. Personal iTunes music and accounts are not allowed.

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

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

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

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

communications system(s), and in consideration for having access to the public networks, I hereby release the Sharyland ISD from any and all claims and damages of any nature arising from my use of the system.

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district or campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts 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 DHA (LEGAL)]
    - 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 DHA (LEGAL)]

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

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

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

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

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.
- This document must remain on file with the employee's evaluating supervisor. If it is for a relative or family friend who for a social relationship that is not via an extracurricular program, this letter shall be relevant and applicable for exception purposes until revoked by the parent/guardian.

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

notary:

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee may use any form of electronic media **except** any type of instant messaging or text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use instant messaging or text messaging, and then only to communicate with students who participate in the teacher's classroom or in an extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
    - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
    - The employee shall include his or her immediate supervisor or the supervisor's designee as a recipient on each text message to the student so that the student

and supervisor receive the same message;
    - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address; or
    - The employee is using an application similar to Remind 101 wherein the application is created for the purpose of mass instant or text messaging of information to relevant groups (classroom students or extracurricular students) and is disabled for two-way communication. Notwithstanding the foregoing, it is still strongly advised that you include a supervisor or the supervisor's designee or a parent in the mass communication
- The employee shall limit all communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of _10:00_ p.m. and 6:00 a.m. ("Restricted Hours"). An employee may, however, make public posts to a social network site, blog, or similar application at any time. Instant messaging or text messaging shall be allowed outside of the restricted hours when an extracurricular activity is still ongoing at the time of the instant message or text message or if an overnight extracurricular activity requires the text. All texts sent outside of the restricted hours **shall** include a supervisor or the supervisor's designee or at least one parent of the students who are being texted.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications

with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

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

Public Information on Private Devices

Policy DH, GB

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

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

Criminal History Background Checks

Policy DBAA

All employees are 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 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, DHB, DHC

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

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

Moral turpitude includes the following:

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

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

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB (LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

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

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using , or possessing e-cigarettes or tobacco products 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.

"E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking.
The term "e-cigarrette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 74 for additional information.

Employees must follow established protocols and respond to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

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

Employees with questions or concerns relating to safety programs and issues can contact the Chief Operations Officer.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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

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

Pest Control Treatment

Policies 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 in designated areas at school and sent home to parents who wish to be informed in advance of pesticide applications. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

School Pest Management Policy Statement

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

Pests

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

Pest Management

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

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non- chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of Sharyland ISD to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered. When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous* material will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 United States Code 136 et seq.), Sharyland ISD policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administrations regulations, and state and local regulations.

Education

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

Record Keeping

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

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state

regulations. Pesticide must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

Pesticide Applicators

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

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

The structural pest control industry is regulated by the Texas Department of Agriculture (TDA), Structural Pest Control Service (SPCS), PO Box 12847, Austin, TX 78711-2847. TDA licenses the businesses, certified applicators and technicians who perform structural pest control work.
For information concerning structural pest control laws, contact the Structural Pest Control Service at: (512) 305- 8250 or 866-918-4481.

General Procedures

Emergency School Closing

Policy EB

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

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

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

Entravision (RGV TV & Radio Stations)
801 N. Jackson Rd.
McAllen, TX 8501
956-686-0858
www.entravision.com

The Monitor Newspaper
1400 East Nolana Ave.
McAllen, TX 8504
956-683-4000
www.themontior.com

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted through the Purchasing Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing Department or visit www.sharylandisd.org for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources or Payroll office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in

personal information can be obtained on the Power School Records portal at https://sharylandisd.tedk12.com/records

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

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

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

Termination of Employment

Resignations
Policy DFE, DHB
Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the campus principal and/or supervisor. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor

- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at school-sponsored event

The superintendent is required to report such conduct to SBEC.

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

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- An alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to TEA.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DPA, DPB

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

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract employees.

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

Dismissal of Noncontract Employees

Policies DCD, DHC, DPA, DPB

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other

basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 46.)

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees
Policy DF
The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If theTitle 5, Penal code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Prohibition on Diversity, Equity, and Inclusion
Policies DF, DH
Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction
Policies DF, DH
District employees are prohibited from engaging in an act by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures
Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports Concerning Court-Ordered Withholding
The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the

support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to *Azucenca Garza, District Title IX Coordinator, 1200 N. Shary Rd. Mission, TX 78572, or by calling 956-584-6400.* Questions or concerns about discrimination on the basis of a disability should be directed to Angela Uribe-Montes, District ADA Coordinator/Section 504 Coordinator, *1200 N. Shary Road, Mission, TX 78572, via telephone at 956-584-6400 or via email at aurobe-montes@sharylandisd.org.* All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents

and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students
Policy FFAC, FFAF
Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen$^{\rightarrow}$), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

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

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

District employees are prohibited by state law from doing the following:
- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

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

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

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

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is available on the district's website www.sharylandisd.org.

Hazing

Policy FNCC

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

Is Everything Correct?

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

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

- Address (Personal Information Change Form)
- Tax Status (W-4 Form)
- Marital Status (W-4 Form)
- Dependent Status if covered by any Sharyland Insurance plan (Contact Insurance Office)
- Name Change (Personal Information Change Form)
- Bank Account Information for Direct Deposit (Direct Deposit Form)
- Beneficiary (Contact Insurance and/or TRS)