



Notice of Policies & Laws

Employment Policies – South San Antonio Independent School District is governed by legal and local policies, as set forth by the State of Texas, Texas Education Agency, and the local Board of Trustees. The South San ISD policies may be accessed at www.southsanisd.net > *About Us* > *School Board*>*School Board Policy*.

Throughout the year, as laws are passed and the rules for governing school districts change, SSAISD undergoes changes to comply with current law. Policies may also change as the district sees the need. You are encouraged to use the online policy as the most current version of the district's policies. This notice includes a list of employment policies that you should review. Each campus office, campus library and administrative office has Internet access available for your use. The employment policies are also summarized in the employee handbook. You may request a paper copy of the employment policies from the Human Resources Department or if you need assistance or have questions related to employment, please call the HR Department at 210-977-7000 ext. 3542.

Drug-Free Workplace, Discrimination, Harassment, Retaliation, and Student Bullying Policies - In compliance with legal and local policies, this document is the district's communication to you about the following topics and the legal and local policies you are expected to review: Drug-Free Workplace – DH; Standards of Conduct for Employees – DH; Standards of Conduct for Students – FO; Discrimination, Harassment, and Retaliation Related to Employees – DIA; Discrimination, Harassment, and Retaliation Related to Students – FB and FFH; and Student Bullying (including cyberbullying) – FFI.

Student Discipline Laws and Student Code of Conduct - Texas Education Code 37.018 requires districts to provide each teacher and administrator with a copy of the student discipline laws located in TEC Chapter 37, Sections 37.001 through 37.022, and the related local policies: FN and FO series. The policies may be accessed from the policy manual as outlined above. TEC Chapter 37 may be accessed on the [Texas Association of School Boards](http://www.texasassn.org) website. Employees should review the student discipline laws by accessing this web page. You may print it or call the Student Services Department at 947-3838 x171 and a paper copy will be provided to you. Any questions you have related to student discipline should be directed to the campus administrator or the Student Services Department. Another resource is the district's Student Code of Conduct, located on the district the website. This is also available in each campus office.

Reporting Suspected Child Abuse or Neglect - The Commissioner of Education's rule (19 TAC 61.1051) requires that employees be provided information and an annual review on how and to whom to report their reasonable cause to believe abuse, sexual abuse, neglect, trafficking and/or other maltreatment of a child or children has or is occurring. Policies and associated Exhibits related to procedures for reporting suspected child abuse or neglect are in: BQ, DH, FFG, and GRA. All SAISD employees are required to complete annual training for increasing awareness, preventing, and recognizing sexual abuse, trafficking, and all other maltreatment of children. To report suspected child abuse or neglect call the Texas Department of Family & Protective Services at 1-800-252-5400 or electronically report at: <http://www.txabusehotline.org>.

Crisis Intervention - SSAISD is committed to a safe and supportive school program for students experiencing trauma. Policy FFB addresses crisis intervention and outlines the district’s threat assessment and procedures. Additionally, employees are required to complete training in working with students of trauma.

Enforcement of Meal Policies - The United States Department of Agriculture (USDA) requires the district to provide the meal charge policy, CO (LOCAL), to all staff responsible for policy enforcement. This includes child nutrition staff responsible for collecting payment for meals at the point of service; staff involved in notifying families of low or negative balances; and staff involved in enforcing any other aspects of the meal charge policy including school service workers, school nurses, homeless student liaisons, principals, other administrator, and other staff who assist children in need or who may be contacted by families with unpaid meal charges.

District Policies (Legal, Local, Exhibits)

Please refer to <https://pol.tasb.org/PolicyOnline?key=177> to policies on the district’s website. Employees should be familiar with the policies listed.

Policy Code	Topic
	<i>District Goals & Planning</i>
AE	Educational philosophy
BQ series	District-level and campus-level planning
	<i>Instruction & Students</i>
EF series	Instructional resources and materials
EHBAF	Video/audio monitoring in special education settings
EIA	Grading standards and reporting
EIE	Retention and promotion
FB series	Protection of students from unlawful discrimination
FE series	Student attendance
FFA series	Providing medical treatment and medication to students, excluding students with communicable diseases, care plans for students at risk for anaphylaxis
FFG	Mandated reporting of child abuse and neglect
FFH	Freedom from discrimination, harassment and retaliation
FFI	Freedom from bullying
FL	Safeguarding privacy of students
FNA	Student expression
FNAA	Distribution of non-school literature
FNAB	Use of school facilities for non-school purposes
FNG	Handling student/parent complaints
FO series	Student discipline
GRA	Interaction of police and child protective services with students on campus
	<i>Personnel</i>
CAA	Financial ethics
CB	Conflicts of interest
CDC	Gifts and solicitations
CK series	Safety programs and risk management
CO	Meal charges
CQ	District computers, electronic communications, and technology resources

CRD	Health and life insurance
CY	Intellectual property and copyright
DA series	Equal employment opportunity, genetic nondiscrimination, criteria for personnel decisions
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC series	Employment practices: probationary, term, other contracts; at-will employment
DEA series	Salaries, wages, incentives, stipends
DEC series	Leaves and absences, family and medical leave and military leave
DF series	Termination of employment, return to probationary contract, hearings, resignation
DG	Employee rights and privileges
DGBA	Employee complaints and grievances
DH series	Employee standards of conduct, reports to State Board of Educator Certification, searches and alcohol/drug testing
DI	Employee welfare
DIA	Freedom from discrimination, harassment and retaliation
DK	Assignment and schedules
DN series	Performance appraisal
GBA series	Public information
GBBA	News media relations and communications during a crisis
GKA	Community relations and conduct on school premises
GKD series	Non-school use of school facilities and distribution of non-school literature

If a series is indicated, review all policy code identifiers that begin with the two or three letters shown