

# *Welcome to School Year 2022-2023*



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

# Recognizing our American Veterans



*Loraine N. Campos,*  
**United States Navy**

*Maria N. Rincon,*  
**United States Army**

*Elizabeth Adams, RN*  
**United States Army**

*Jay Viera,*  
**United States Marines**

*Ricardo G. Castillo,*  
**United States Army**



# EMPLOYEE HANDBOOK

Office of Human Resources

Elizabeth A. Stenhouse

# Dress and Grooming

- 1) **M/W** Dress in a clean, neat, and professional manner
- 2) **M/W** Serve as your students' role model for professional dress
- 3) **M/W** Jeans allowed on Fridays, field days, work days, and designated days. Only with campus/department polo shirts or t-shirts
- 4) **M/W** Jeans – no torn, faded, tight, low rise, saggy, or skinny jeans

# Dress and Grooming

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- 5) **W** No bare-back/strapless, off the shoulder blouses. Sleeveless tops must be with a jacket or sweater. Skirts/dresses must fall at the top part of the knee cap
- 6) **M/W** No thong-type sandals will be allowed
- 7) **M** Hair not longer than the top collar of your shirt/polo

# Dress and Grooming

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- 8) M/W** No caps/hats unless on designated days  
*(excluding athletics)*
- 9) M/W** No shorts unless on designated days and  
must be 2 inches above the knee *(excluding athletics)*
- 10) M** Shirts with tails must be tucked in
- 11) M** No Earrings

# Dress and Grooming

- 12) M/W** Tattoos covered at all times
- 13) M/W** Capri pants must reach mid-calf, no cargo pants
- 14) M/W** No tight fitting apparel
- 15) M** Slacks, buttoned shirts, polo/golf shirts, sweaters, ties, boots, dress/casual shoes allowed
- 16) W** Slacks, buttoned shirts, polo/golf shirts, sweaters, dresses, casual shoes, heels, sandals with straps allowed

*Professional Attire is required at all times including online teaching and meetings*

# Certification

- Professional, paraprofessional certifications and driver licenses must be up to date. The Office of HR will send you an email at least one month in advance to renew
- Educators attending an Alternative Certification Program (ACP) must be in contact regularly with the AC Program for complying with testing dates, obligations to the ACP



# Notifications to Parents

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- Parents and the community may request the certification of an educator, administrator or paraprofessional in the District for verification under a Public Information Request (PIR). This is to be fulfilled by the HR Office only.

# Family Medical Leave

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

# Criminal History Background Checks & Employee Arrests and Convictions

- ❑ Current employees and new hires will be subjected to a background check by HR as required and a subscription to fingerprints by DPS are required
- ❑ If you are arrested, you must notify your campus/departments administrator within three (3) calendar days as per Policy DH

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

- ❑ Santa Maria ISD will not tolerate the use of alcohol or illegal drugs on district grounds and at school-related activities on or off school property and in district vehicles
- ❑ Employees violating the drug free policy may be suspended or terminated
- ❑ State Law prohibits smoking, tobacco use, e-cigarettes on district property, and in District vehicles

# Possession of Firearms and Weapons

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- 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 district grounds
- Report it immediately to district administration

# General Information

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## Name and Address Change

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

## Personnel Records

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

## Ascender Portal

You can access your pay salary, benefits, state and local leave though the HR Dept. Educator & Community Links:

**Region One Ascender – Employee Portal**

# Administrator & Educator Forms

Documentation forms are available on the HR Dept website under Administrator & Educator Forms

These are to be utilized as needed by Administrators & Educators for documentation purposes

**Documentation:**  
**Employee Conference Form**  
**General Conference Form**  
**Parent Conference Form**





# TITLE IX & TITLE VII EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

Office of Human Resources

Elizabeth A. Stenhouse



# TITLE IX



## Title IX of 1972

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

This includes all students and employees of any district

# Purpose of Title IX



## **Title IX represents:**

- Inequality in sports
- Discrimination in facilities/programs by schools based upon sex
- Hygiene facilities and athletic equipment
- Employment Sex/Gender
- Transgender Discrimination
- Sexual Discrimination (formerly sexual harassment)

# Sexual Discrimination

## Legal Action

- Employee in question will be placed on administrative leave pending investigation
- If convicted, the employee will lose certification and TRS retirement annuity
- The school district can be liable for financial damages for deliberate indifference if found guilty
- Deliberate indifference is when a school official has actual knowledge and does not report the knowledge to the proper personnel
- Parents may act on behalf of a minor student who is a complainant (alleged victim) or respondent (alleged accused)

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

# 1. Quid Pro Quo

## 2. Hostile Environment

## 3. Sexual Violence

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

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

### Violence Against Women Act of 1994

- Sexual Assault

- Domestic Violence

- Dating Violence

- Stalking

# Examples of Conduct for Sexual Discrimination

- ❑ Offensive gestures or noises
- ❑ Sexist statements
- ❑ Sitting or standing too close to another employee
- ❑ Looking at a person's body instead of his/her eyes
- ❑ Asking permission to hug or kiss individuals
- ❑ Mocking individuals or aggravating comebacks
- ❑ Emoji's that are sexually suggestive
- ❑ Grooming an employee or student for misconduct

# Examples of Conduct for a Hostile Environment

- ❑ Obstruction of someone's movements, such as blocking them from leaving their office or classroom
- ❑ Sexual, racist, or otherwise inappropriate joking
- ❑ Mocking, teasing, or inappropriate actions towards someone on the basis of Title VII (gender, race, or religion)
- ❑ Aggressive behavior towards another employee
- ❑ Starting rumors or sharing personal information that was confided with you
- ❑ Degrading individuals on work performance or ridiculing in public

# Email & Phone Communication

- Be professional when using district email and texting other employees or students – do not use district email or texting to antagonize or “bully” others. If a concern is in question, call or talk to the person directly. Texts and emails can be used for investigative purposes, even if it a personal mobile phone
- Use professionalism with district phones, limit district phones for personal use and be professional with all callers
- Be careful with Emoji's – 😊 😐 😱 😞 😎
  - Emoji's are different on mobile phone carriers, they may look one way to you, but can change on another phone

# Board Policy DH

## Board Policy DH (Local)\*

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

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

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



# Social Media & Reminders

- Be cautious with social media and including students. We do not discourage you from having accounts with social media, however, they are able to be viewed by students, parents, administrators, and employees
- Do not follow students on their social media accounts nor post photos of students in your assigned classroom or department to your personal social media accounts (*The newsletter/yearbook employee only has access to this as there are students/faculty who object to being photographed/posted on social media*)
- When communicating with students, use the campus approved communication application or website, do not issue students your personal cell phone number, social media platform name, home or email address
- Be careful with joking around with students, use professionalism at all times with students. Do not assume the role of a counselor. Listen, acknowledge, and refer them to the appropriate department
- Do not take students home in your personal vehicle unless you are their parent or designated relative
- When photographing with students, refrain from placing your hands and/or arms around students. Hands and arms should be on the sides, crossed in front or below the upper chest area, or clasped behind the back of both the students and employees

# The key word is UNWELCOME

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- The complainant (victim) should tell the respondent (accused) that they find the conduct offensive
- If the behavior continues beyond that point, a formal complaint will be introduced and an investigation will begin
- The district will provide supportive measures to assist the student or employee while the investigation is pending

# Who can report Sexual Discrimination and How

- Anyone can report Sexual Discrimination
- Reporting can be in any form. This includes an email, phone call, visit to the HR Office or Administrator
- There is a Title IX Document Form on the HR website page as a guide to help with details:

Title IX of the Education Amendments of 1972

20 U.S.C A§1681 et seq

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

[2022-2023 TITLE IX EXHIBIT AND POLICY](#)

[2021-2022 TITLE IX EXHIBIT AND POLICY](#)

[2020-2021 TITLE IX EXHIBIT AND POLICY](#)

[2019-2020 TITLE IX EXHIBIT AND POLICY](#)

[TITLE IX DOCUMENT FORM](#)

[DIA LOCAL \(EXHIBIT\)](#)

[DIA LOCAL \(POLICY\)](#)

# School District of Santa Maria

## Title IX Administration

### (Policy DIA, FB, FFH, FFI)

- Martin Cuellar, Title IX Coordinator  
Superintendent of Schools
- Elizabeth A. Stenhouse, Title IX Coordinator & Investigator  
Human Resource Specialist
- Dora L. Rivera (Munoz)-Facilitator  
Student Services Director
- Jay Viera, Decision-Maker  
Principal, Santa Maria Middle School
- Salvador Acosta, Appellate Decision-Maker  
District Operations & Special Programs Director

Central Administration  
11119 Military Hwy/PO Box 448  
Santa Maria, Texas 78592  
956-565-6308  
HR@SMISD.NET





# Title VII Overview

- The United States Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.
- The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.
- The EEOC office for the State of Texas is in San Antonio and the Office of Civil Rights is in Dallas.



# Human Trafficking Video

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- Annual Requirement 2022-2023

[https://www.youtube.com/watch?v=Q0538LDg\\_YU&t=2s](https://www.youtube.com/watch?v=Q0538LDg_YU&t=2s)

