

SEGUIN INDEPENDENT SCHOOL DISTRICT



23-24 Employee Handbook



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**ANNUAL EMPLOYEE NOTIFICATION OF DISTRICT POLICIES
2022-2023**

I hereby acknowledge that I have received electronic notification of the Seguin ISD Board Policies (“policies”) listed below. As an employee, it is my responsibility to read and become informed of the contents, requirements, and expectations of these policies. I acknowledge that abiding by the policies is a condition of my employment with the Seguin Independent School District.

I understand that if I have any questions or wish to obtain a copy of the policies, I will consult with my supervisor and/or request a hard copy of a specific policy.

A policy indicated by a series may include a Legal, Local, Regulation (Reg), and/or Exhibit (Ex). Click on the hyperlinks below to access the policies.

AE Series	Educational Philosophy	DFFA (LOCAL)	Reduction in Force: Financial Exigency
Legal	https://pol.tasb.org/Policy/Code/550?filter=AE	Local	https://pol.tasb.org/Policy/Code/550?filter=DFFA
Local			
BQ Series	Planning and Decision-Making Process	DFFB (LOCAL)	Reduction in Force: Program Change
Legal	https://pol.tasb.org/Policy/Code/550?filter=BQ	Local	https://pol.tasb.org/Policy/Code/550?filter=DFFB
Local			
BQA Series	Planning and Decision-Making Process: District-Level	DG (LEGAL)	Employee Rights and Privileges
Legal	https://pol.tasb.org/Policy/Code/550?filter=BQA	Legal	https://pol.tasb.org/Policy/Code/550?filter=DG
Local			
BQB Series	Planning and Decision-Making Process: Campus-Level	DGBA Series	Personnel-Management Relations: Employee Complaint /Grievances
Legal	https://pol.tasb.org/Policy/Code/550?filter=BQB	Legal	https://pol.tasb.org/Policy/Code/550?filter=DGBA
Local		Local	
CAA (LOCAL)	Fiscal Management Goals and Objectives: Financial Ethics	DGC (LEGAL)	Employee Rights and Privileges: Immunity
	https://pol.tasb.org/Policy/Code/550?filter=CAA	Legal	https://pol.tasb.org/Policy/Code/550?filter=DGC
Local			
CB(LOCAL)	State and Federal Revenue Sources	DH Series	Employee Standards of Conduct
Local	https://pol.tasb.org/Policy/Code/550?filter=CB	Legal	https://pol.tasb.org/Policy/Code/550?filter=DH
		Local	
		Exhibit	
CDC Series	Other Revenues: Gifts and Solicitations	DHB (LEGAL)	Employee Standards of Conduct: Reports to State Board of Educator Certification
Legal	https://pol.tasb.org/Policy/Code/550?filter=CDC	Legal	https://pol.tasb.org/Policy/Code/550?filter=DHB
Local			
CH Series	Purchasing and Acquisition	DHE Series	Employee Standards of Conduct: Searches and Alcohol/Drug Testing
Legal	https://pol.tasb.org/Policy/Code/550?filter=CH	Legal	https://pol.tasb.org/Policy/Code/550?filter=DHE
Local		Local	
		Exhibit	
CHE (LEGAL)	Purchasing and Acquisition: Vendor Disclosures and Contracts	DI Series	Employee Welfare
Legal	https://pol.tasb.org/Policy/Code/550?filter=CHE	Legal	https://pol.tasb.org/Policy/Code/550?filter=DI
		Local	
CK Series	Safety Program/Risk Management	DIA Series	Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation
Legal	https://pol.tasb.org/Policy/Code/550?filter=CK	Legal	https://pol.tasb.org/Policy/Code/550?filter=DIA
Local		Local	
		Exhibit	

CKA (LEGAL) Legal	Safety Program/Risk Management: Inspections https://pol.tasb.org/Policy/Code/550?filter=CKA	DK Series Legal Local Exhibit	Assignment and Schedules https://pol.tasb.org/Policy/Code/550?filter=DK
CKB Series Legal Local	Safety Program/Risk Management: Accident Prevention and Reports https://pol.tasb.org/Policy/Code/550?filter=CKB	DMD (LOCAL) Local	Professional Development: Professional Meetings and Visitations https://pol.tasb.org/Policy/Code/550?filter=DMD
CKC Series Legal Local	Safety Program/Risk Management: Emergency Plans https://pol.tasb.org/Policy/Code/550?filter=CKC	DN (LOCAL) Local	Performance Appraisal https://pol.tasb.org/Policy/Code/550?filter=DN
CKD (LEGAL) Legal	Safety Program/Risk Management: Emergency Medical Equipment and Procedures https://pol.tasb.org/Policy/Code/550?filter=CKD	DNA Series Legal Local	Performance Appraisal: Evaluation of Teachers https://pol.tasb.org/Policy/Code/550?filter=DNA
CKE (LEGAL) Legal	Safety Program/Risk Management: Security Personnel https://pol.tasb.org/Policy/Code/550?filter=CKE	DNB Series Legal Local	Performance Appraisal: Evaluation of Campus Administrators https://pol.tasb.org/Policy/Code/550?filter=DNB
CQ Series Legal Local	Technology Resources https://pol.tasb.org/Policy/Code/550?filter=CQ	DP Series Legal Local	Personnel Positions https://pol.tasb.org/Policy/Code/550?filter=DP
CRD Series Legal Local	Insurance and Annuities Management: Health and Life Insurance https://pol.tasb.org/Policy/Code/550?filter=CRD	EF Series Legal Local	Instructional Resources https://pol.tasb.org/Policy/Code/550?filter=EF
CY Series Legal Local	Intellectual Property https://pol.tasb.org/Policy/Code/550?filter=CRD	EHBAF Series Legal Local	Special Education: Video/Audio Monitoring https://pol.tasb.org/Policy/Code/550?filter=EHBAF
DAA Series Legal Local Regulation	Employment Objectives: Equal Employment Opportunity https://pol.tasb.org/Policy/Code/550?filter=DAA	EIA Series Legal Local	Academic Achievement: Grading/Progress Reports to Parents https://pol.tasb.org/Policy/Code/550?filter=EIA
DAB (LEGAL) Legal	Employment Objectives: Genetic Nondiscrimination https://pol.tasb.org/Policy/Code/550?filter=DAB	EIE Series Legal Local	Academic Achievement: Retention and Promotion https://pol.tasb.org/Policy/Code/550?filter=EIE
DBA Series Legal Local	Employment Requirements and Restrictions: Credentials and Records https://pol.tasb.org/Policy/Code/550?filter=DBA	FB Series Legal Local Exhibit	Equal Educational Opportunity https://pol.tasb.org/Policy/Code/550?filter=FB
DBAA Series Legal Local	Employment Requirements and Restrictions: Criminal History and Credit Reports https://pol.tasb.org/Policy/Code/550?filter=DBAA	FBA (LEGAL) Legal	Equal Educational Opportunity: Service Animals https://pol.tasb.org/Policy/Code/550?filter=FBA
DBB Series Legal Local	Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases https://pol.tasb.org/Policy/Code/550?filter=DBB	FEA Series Legal Local	Attendance: Compulsory Attendance https://pol.tasb.org/Policy/Code/550?filter=FEA
DBD Series Legal Local	Employment Requirements and Restrictions: Conflict of Interest https://pol.tasb.org/Policy/Code/550?filter=DBD	FEB Series Legal Local	Attendance: Attendance Accounting https://pol.tasb.org/Policy/Code/550?filter=FEB

DBE (LEGAL) Legal	Employment Requirements and Restrictions: Nepotism https://pol.tasb.org/Policy/Code/550?filter=DBE	FEC Series Legal Local	Attendance: Attendance for Credit https://pol.tasb.org/Policy/Code/550?filter=FEC
DC Series Legal Local	Employment Practices https://pol.tasb.org/Policy/Code/550?filter=DC	FED (LEGAL) Legal	Attendance: Attendance Enforcement https://pol.tasb.org/Policy/Code/550?filter=FED
DCA (LEGAL) Legal	Employment Practices: Probationary Contracts https://pol.tasb.org/Policy/Code/550?filter=DCA	FFAC Series Legal Local	Wellness and Health Services: Medical Treatment https://pol.tasb.org/Policy/Code/550?filter=FFAC
DCB Series Legal Local	Employment Practices: Term Contracts https://pol.tasb.org/Policy/Code/550?filter=DCB	FFAD (LEGAL) Legal	Wellness and Health Services: Communicable Diseases https://pol.tasb.org/Policy/Code/550?filter=FFAD
DCD Series Legal Local	Employment Practices: At-Will Employment https://pol.tasb.org/Policy/Code/550?filter=DCD	FFAF Series Legal Local	Wellness and Health Services: Care Plans https://pol.tasb.org/Policy/Code/550?filter=FFAF
DCE Series Legal Local	Employment Practices: Other Types of Contracts https://pol.tasb.org/Policy/Code/550?filter=DCE	FFB (LEGAL) Legal	Student Welfare: Crisis Intervention https://pol.tasb.org/Policy/Code/550?filter=FFB
DEA Series Legal Local	Compensation and Benefits: Compensation Plan https://pol.tasb.org/Policy/Code/550?filter=DEA	FFG Series Legal Local Exhibit	Student Welfare: Child Abuse and Neglect https://pol.tasb.org/Policy/Code/550?filter=FFG
DEAA Series Legal Local	Compensation Plan: Incentives and Stipends https://pol.tasb.org/Policy/Code/550?filter=DEAA	FFH Series Legal Local Exhibit	Student Welfare: Freedom from Discrimination, Harassment, and Retaliation https://pol.tasb.org/Policy/Code/550?filter=FFH
DEAB Series Legal Local	Compensation Plan: Wage and Hour Laws https://pol.tasb.org/Policy/Code/550?filter=DEAB	FFI Series Legal Local	Student Welfare: Freedom from Bullying https://pol.tasb.org/Policy/Code/550?filter=FFI
DEC Series Legal Local	Compensation and Benefits: Leaves and Absences https://pol.tasb.org/Policy/Code/550?filter=DEC	FL Series Legal Local	Student Records https://pol.tasb.org/Policy/Code/550?filter=FL
DECA (LEGAL) Legal	Leaves and Absences: Family and Medical Leave https://pol.tasb.org/Policy/Code/550?filter=DECA	FN (LOCAL) Local	Student Rights and Responsibilities https://pol.tasb.org/Policy/Code/550?filter=FN
DECB (LEGAL) Legal	Leaves and Absences: Military Leave https://pol.tasb.org/Policy/Code/550?filter=DECB	FNA Series Legal Local	Student Rights and Responsibilities: Student Expression https://pol.tasb.org/Policy/Code/550?filter=FNA
DF Series Legal Local	Termination of Employment https://pol.tasb.org/Policy/Code/550?filter=DF	FNAA Series Legal Local	Student Expression: Distribution of Nonschool Literature https://pol.tasb.org/Policy/Code/550?filter=FNAA
DFAA Series Legal Local	Probationary Contracts: Suspension/Termination during Contract https://pol.tasb.org/Policy/Code/550?filter=DFAA	FNAB Series Legal Local	Student Expression: Use of Facilities for Nonschool Purposes https://pol.tasb.org/Policy/Code/550?filter=FNAB
DFAB (LEGAL) Legal	Probationary Contacts: Termination at End of Year https://pol.tasb.org/Policy/Code/550?filter=DFAB	FNG Series Legal Local	Student Rights and Responsibilities: Student and Parent Complaints/Grievances https://pol.tasb.org/Policy/Code/550?filter=FNG

DFAC (LEGAL) Legal	Probationary Contracts: Return to Probationary Status https://pol.tasb.org/Policy/Code/550?filter=DFAC	FO Series Legal Local	Student Discipline https://pol.tasb.org/Policy/Code/550?filter=FO
DFBA Series Legal Local	Term Contracts: Suspension/Termination During Contract https://pol.tasb.org/Policy/Code/550?filter=DFBA	GBA (LEGAL) Legal	Public Information Program: Access to Public Information https://pol.tasb.org/Policy/Code/550?filter=GBA
DFBB Series Legal Local Exhibit	Term Contracts: Nonrenewal https://pol.tasb.org/Policy/Code/550?filter=DFBB	GBAA Series Legal Local Exhibit	Information Access: Requests for Information https://pol.tasb.org/Policy/Code/550?filter=GBAA
DFD Series Legal Local	Termination of Employment: Hearings Before Hearing Examiner https://pol.tasb.org/Policy/Code/550?filter=DFD	GKD Series Legal Local	Community Relations: Nonschool Use of School Facilities https://pol.tasb.org/Policy/Code/550?filter=GKD
DFE Series Legal Local	Termination of Employment: Resignation https://pol.tasb.org/Policy/Code/550?filter=DFE	GKDA Series Legal Local	Nonschool Use of School Facilities: Distribution of Nonschool Literature https://pol.tasb.org/Policy/Code/550?filter=GKDA
DFE Series (LEGAL) Legal	Termination of Employment: Reduction in Force https://pol.tasb.org/Policy/Code/550?filter=DFE	GRA Series Legal Local	Relations with Governmental Entities: State and Local Governmental Authorities https://pol.tasb.org/Policy/Code/550?filter=GRA

I understand that changes in District policies may supersede, modify, or render obsolete the information above. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I also understand that the policies listed above are not an exhaustive list of all the Seguin ISD policies. I understand that I can access all policies by reviewing the Seguin ISD Board Policy online at:
<https://pol.tasb.org/Home/Index/550>.

Policies may also be accessed by following the steps indicated below:

1. Go to www.seguinisd.net.
2. Click on Administration in the top menu bar and select Board of Trustees.
3. Scroll down and select Board Policy Online or the link <https://pol.tasb.org/Home/Index/550>. This link will open in a new window.
4. Locate a policy in the manual by using key words or entering the policy code.

I understand that an employee has the right to communicate directly with a member of the Board regarding any matter relating to the operation of the District (except when communications between an employee and a Board member would be inappropriate because of a pending hearing or appeal relating to the employee) and that no adverse action may be taken against an employee for communicating with a Trustee.

Employee Handbook Receipt

Name: _____

Campus/Department: _____

I hereby acknowledge receipt of a copy of the 2023-2024 SEGUIN ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

Employee Handbook can be assessed online at www.seguin.k12.tx.us
click on District, then Human Resources, then Forms.

Please indicate your choice by checking the appropriate box below:

- ☐ **I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.**
- ☐ **I choose to receive a hard copy of the employee handbook.**

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

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

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

Please sign and date this receipt and forward it to Human Resources.

Signature

Date

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 included have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Office of Human Resources.

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 assessed online at www.seguin.k12.tx.us.

District Information

Description of the District

The largest school district in Guadalupe County, Seguin ISD consists of 13 campuses, including one pre-kindergarten campus, seven elementary, two middle schools, one high school, and one alternative learning center. The district also has one discipline alternative site.

Ball Early Childhood Center serves the district's youngest students. Seven elementary campuses house kindergarten through fifth grade: Jefferson Avenue, Robert F. Koennecke, McQueeney, Vincent Patlan, Oralia R. Rodriguez, George Vogel and F. C. Weinert.

Middle school students in grades 6, 7 and 8 attend either Jim Barnes or A. J. Briesemeister middle schools.

Seguin High School, serving grades 9-12, has a comprehensive Early College High School designed to prepare students for college and careers after graduation. Students have the opportunity to earn college credits up to an associate degree in conjunction with a diploma. More than 200 academic and career/technology classes help to meet the students' preferences and needs. Construction on a new, state-of-the-art Seguin High School was completed in August 2017.

Mercer-Blumberg Learning Center at Saegert is a self-paced instructional center for high school students in grades 9-12. Enrolled by application, the students meet in four-hour blocks either the morning or afternoon session for individualized instruction.

The Discipline Alternative School at Saegert serves students who have been assigned at the site for disciplinary reasons.

The district's student membership was at approximately 7,000 for the 21-22 school year with an ethnic breakdown of 70.9% Hispanic, 22.9% White, 4.6% African American, 0.3% Asian and 0.2% Native American/Pacific Islander. Economically disadvantaged district-wide is 67.3% and English Language Learners, 9.9%.

Mission Statement and Board Priorities

Policy AE (LOCAL)

DISTRICT VISION

The District's vision is exceptional students to exceptional citizens.

MISSION STATEMENT

The District's mission is to cultivate, inspire and empower students to grow and learn.

BELIEFS

We believe Seguin ISD is at its best when:

1. Students grow academically, emotionally and socially when created and imaginative educators ignite their passions.
2. The learning experience should be engaging, relevant and collaborative to meet the needs of all.
3. Parent, community and industry partners are essential for student success.
4. Teachers foster student curiosity and initiative through meaningful and relevant learning experiences.
5. Relationships that nurture student growth and development are key to success.

STRATEGIC PLAN

The District shall:

Goal 1: (HB3) Increase the percentage of third grade students who score meets grade level or above on STAAR (State of Texas Assessment of Academic Readiness) Reading from 40% to 54% by August 2025.

Goal 2: (HB3) Increase the percentage of third grade students who score meets grade level or above on STAAR Mathematics from 35% to 49% by August 2025. 3.

Goal 3: (HB3) Increase the percentage of graduates who meet the College, Career, or Military Readiness (CCMR) requirements from 39% to 73% by August 2025.

Goal 4: Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.

Goal 5: Seguin ISD will improve staff satisfaction as determined by the Organizational Health Inventory (OHI).

Goal 6: Seguin ISD will improve student, staff, parent, and community perception as determined by the Net Promoter score.

Goal 7: (SGS Goal) 80% or more of SISK students will be enrolled in a campus that is rated A or B by August 2025.

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 law 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 to represent single member districts and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current Board Members:

<i>President</i>	<i>Alejandro Guerra</i>
<i>Vice-President</i>	<i>Carl Jenkins</i>
<i>Secretary</i>	<i>Linda Duncan</i>
<i>Trustee</i>	<i>Cinde Thomaws-Jimenez</i>
<i>Trustee</i>	<i>Denise Crettenden</i>
<i>Trustee</i>	<i>Benito Amador</i>
<i>Trustee</i>	<i>Joshua Bright</i>

Regular Meetings are held once a month at 6:30 p.m. in the Boardroom located at Oak Park Mall, 1221 E. Kingsbury Street, Seguin, TX 78155. In the event that large attendance is anticipated, the board may meet at another designated location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Website and the front door of the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

2023-2024 Board Meetings

- August 29, 2023
- September 26, 2023
- October 24, 2023
- November 14, 2023
- December 12, 2023
- January 23, 2024
- February 27, 2024
- March 26, 2024
- April 23, 2024
- May 21, 2024
- June 18, 2024
- July 23, 2024

School Calendar

Seguin ISD school calendars are distributed and posted online prior to the beginning of the academic school year. Contact the Seguin ISD Public Information Officer for additional information.

SISD Administration

Dr. Matthew Gutierrez.....Superintendent of Schools

INFORMATION SYSTEMS & TECHNOLOGY

Steve Gonzalez.....Chief Operations Officer/Associate
Dr. Don Hastings.....Director of Integrated Support Services

BUSINESS SERVICES

Tony Hillberg.....Chief Financial Officer
Perla Romero.....Director of Business Services

LEARNING, LEADERSHIP & INNOVATION

Andrea Jaramillo.....Deputy Chief of Innovative Learning

Innovative Learning Directors:

Jason Mummert..... Director of School Leadership
Halcy Martin-Dean.....Special Education
Cindy Borden.....Federal/State Accountability

HUMAN RESOURCES

Cynthia J. Moreno.....Chief Human Resources Officer
Danica Murillo.....Deputy Chief of Human Resources

OPERATIONAL SUPPORT SERVICES

Jacob Galvan.....Director Child Nutrition
James Pizana.....Executive Director of Operations

CENTRAL ADMINISTRATIVE SERVICES

Nikki E. Bittings.....Chief Student Services Officer
Sean Hoffmann.....Chief Communications Officer
Craig Dailey.....Director, Athletics
Ashley Farris.....Coordinator Girl’s Athletics
Marc Telles.....Director, Fine Arts

Seguin ISD Directories

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department at the central administrative office listed in the Seguin ISD Department Directory.

2023-2024 Department Directory

Superintendent's Office

1221 E. Kingsbury, Seguin, Texas 78155
830.401.8614 / Fax: 830.379.0392
Superintendent: Dr. Matthew Gutierrez

Learning, Leadership & Innovation

1221 E. Kingsbury, Seguin, Texas 78155
830.401.8616 / Fax: 830.379.1139
Deputy Chief of Innovation: Andrea Jaramillo

Human Resources

1221 E. Kingsbury, Seguin, Texas 78155
830.401.8628 / Fax: 830.379.2003
Chief Human Resource Officer: Cynthia J. Moreno

Information Systems & Instructional Technology

1221 E. Kingsbury, Seguin, Texas 78155
830.401.8642 / Fax: 830.379.4964
Chief Technology Officer: Stephen Gonzalez

Communications

1221 E. Kingsbury, Seguin, Texas 78155
830.401.8616
Chief Communications Officer: Sean Hoffman

Business Services

1221 E. Kingsbury, Seguin, Texas 78155
830.372.5771x18621 / Fax: 830.379.3689
Chief Financial Officer: Tony Hillberg

Student Services

1221 E. Kingsbury, Seguin, Texas 78155
830.401.8617/Fax: 830.372.2247
Chief Student Services Officer: Nikki E. Bittings

Special Education

1221 E. Kingsbury, Seguin, Texas 78155
830.379.401.8651 / Fax: 830.379.4821
Program Director: Halcy Martin-Dean

Multilingual Education

1221 E. Kingsbury, Seguin, Texas 78155
830.401.8638 / Fax: 830.379.2462
Program Director: Andrea Jaramillo

Athletics

815 Lamar, Seguin, Texas 78155
830.372.5770x20717 / Fax: 830.372.9899
Director, Athletics: Craig Dailey
Coordinator, Girl's Athletics: Ashley Farris

Juvenile Detention

310 W. IH-10, Seguin, Texas 78155
830.303.1274 / Fax: 830.303.5276
Contact: Megan Holmes

Child Nutrition

1105 N. King, Seguin, Texas 78155
830.401.8618 / Fax: 830.372.3841
Director: Jacob Galvan

Maintenance

1221 E. Kingsbury, Seguin, Texas 78155
830.401.8611 / Fax: 830.401.4062
Executive Director: James Pizana

Transportation

1005 E Seidemann Seguin, Texas 78155
830.372.4420 / Fax: 830.379.0502
Director: Nikki E. Bittings

2022-2023 Campus Directory

Ball Early Childhood Center (Pre-K)

812 Shannon Avenue, Seguin, TX 78155
PH 830.379.2675/FAX 830.379.5590
Principal: Debra Reiley
Asst. Principal: Maria Guerra
Secretary: Cindy Cramer

Jefferson Avenue Elementary (K-5)

215 Short Avenue, Seguin, TX 78155
PH 830.379.3882/FAX 830.379.0950
Principal: Christopher Podorsky
Assistant: Erica Villarreal
Academic Dean: Jamie Burton
Secretary: Audra Jones

Robert F. Koennecke Elementary (K-5)

1441 Joe Carrillo Blvd, Seguin, TX 78155
PH 830.372.5430/FAX 830.372.3317
Principal: Lesli Mahaffey
Assistant:
Academic Dean: Amanda Santos
Secretary: Nancy Hernandez

McQueeney Elementary (K-5)

8860 FM 725, McQueeney, TX 78123
PH 830.557.5856/FAX 830.557.6981
Principal: Trisha Eckols
Assistant: Sharon Johnson
Secretary: Lorena Rodriguez

Vincent Patlan Elementary (K-5)

2501 Breustedt, Seguin, TX 78155
PH 830.372.4960/FAX 830.372.4565
Principal: Annaliza Rangel
Assistant: Tanya Webb
Academic Dean: Lisandra Black
Secretary: Celeste De La Cruz

Oralia R. Rodriguez (K-5)

1567 W. Kingsbury, Seguin TX 78155
PH 830.401.8770/FAX 830.386.0001
Principal: Yolanda Grijalva
Assistant: Maegen Medrano
Academic Dean: Patricia Garcia
Secretary: Anna Gutierrez

Discipline Alternative School at Saegert

118 N. Bowie, Seguin, TX 78155
PH 830.379.1108/FAX 830.379.0088
Principal: Aaron Hannah
Secretary: Elizabeth Maldonado

George Vogel Elementary (K-5)

16121 FM 725, Seguin, TX 78155
PH 830.379.4231/FAX 830.372.2174
Principal: Rhonda Jubela
Associate: Emilie Rohde
Assistant:
Academic Dean: Jennifer Hendryx
Secretary: Hortencia Garcia

F.C. Weinert Elementary (K-5)

1111 N. Bruns, Seguin, TX 78155
PH 830.379.4226/FAX 830.372.2720
Principal: Tiffany Wehe
Assistant:
Academic Dean: Jessica Castro
Secretary: Tammy Williamson

Jim Barnes Middle School (6-7-8)

1539 Joe Carrillo Blvd, Seguin, TX 78155
PH 830.379.4717/FAX 830.379.4239
Principal: Jason Schmidt
Associate: Tori Beutnagel
Academic Dean: Cheryl Schriewer
Assistant: Andrew Mason
Secretary: D'Laine Pacheco

A.J. Briesemeister Middle School (6-7-8)

1616 W. Court, Seguin, TX 78155
PH 830.379.0600/FAX 830.379.0615
Principal: Linda Guzman
Associate: Robert Arriola
Academic Dean: Tracee Gonzales
Assistant: Natalie McFadden
Secretary: Cynthia Bernal

Mercer-Blumberg learning Center at Saegert

118 N. Bowie, Seguin, TX 78155
PH 830.401.8690/FAX 379.1362
Principal: Jay Law
Secretary: Christopher Rangel

Seguin High School (9-12)

1315 E. Cedar, Seguin, TX 78155
PH: 830-401-8000/FAX 372.9851
Principal: Christine Perez
Assoc. Principal: Dr. Cristobal Saldana
Academic Dean: Diana Farris
Assistants: Bianca Duvall
David Lopez
Tally Neal, Sr.
Secretary: Kristi Mazzurana
Receptionist: Kerry Garcia

Employee Relations and Communications

District Communications

Throughout the school year, the Public Information Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications convey information to employees and the community pertaining to school activities and achievements. Emails are routinely sent to staff and trustees in an effort to share important information.

Public Relations

Effective school and community relations involve each district employee. As the instructional leader at his or her school, the principal is the key person in the campus public relations program. Always remember that an effective school program is the most important aspect of your “public relations.” The quality of your instructional program, the efficiency of your operation and the sincerity of your welcome to the public in person or by phone are all very important to your overall program. It is important to keep everyone well informed including students, faculty and supervisors.

Seguin ISD has a robust social media presence. Campuses, teachers and staff are encouraged to help tell the Seguin ISD story on social media platforms.

Public Information/Media Releases

Procedure for Media Releases

Media releases or features on printed media/radio/television on behalf of the school district and campuses must first be cleared through the Communications Office. Submit news releases/photo requests to Communications via email. Adequate notice (at least seven days when possible) should be given when requesting support.

Campuses are encouraged to take digital photos at their campus events. Email quality photos to the Communications Department with a brief account of the event/story and the name of the person to contact for more information. Campuses and departments are asked to refrain from notifying the media directly without first speaking with the Communications Department staff.

District/Campus Newsletters

1. The Communications Department creates the Matador Pride printed community newsletter as part of the district’s public relations efforts. Since it is used as a resource to promote news and achievements district-wide with the community, principals and teachers are encouraged to submit newsworthy items and required announcements for possible publication.
2. The Communications Department is available as a consultant and proof-reader for campus publications. Campuses are asked to send a copy of the campus communications to the Communications Department upon distribution.

Student Name/Photo/Video Release

Parents can request through the signature sheet in the annual Student/Parent Handbook that their student not be photographed and that the name(s) of their student not be released. If no signature sheet with restrictions is returned to the campus within 10 days of receipt of the Handbook the parent has

consented to the release of the child's directory information.

Teachers should maintain a classroom roster which indicates which students cannot be photographed for media or website release. It is the responsibility of the classroom teacher to make sure these students are not photographed for media release and web/social media use. In addition, campuses should enter the restrictions within TEAMS of students whose names/photos should be withheld by mid-September.

Seguin ISD Community Pride

To help promote community pride in our school system and to create a united effort in reaching our goal of our student success, the district will use the common theme of ***Exceptional Students to Exceptional Citizens***, and gold, white and black are the district colors. We ask that you make an effort to promote pride in each student and employee.

Solicitation in Community

Please notify the Communications Department of any solicitation in the community beyond the approved fund-raisers. We need to be mindful not to inundate our community with requests. Solicitation should not take place for items which are budgetary in nature.

Materials from Outside Organizations

To protect campuses from an overabundance of information from outside organizations for distribution to students and staff, these organizations are asked to have all material cleared first through the Communications Department. These materials include items such as fliers, coupons, posters, publications, etc., for the purpose of distribution or posting. Campuses are asked to direct organizations with such requests to the Public Information Office. The Public Information Office will initial approved materials, or e-mail approval. Vendors requesting to meet with the campus principal (teacher/sponsor) are not required to clear through the Communications Department and should be handled at the campus discretion.

Teacher of the Year

Seguin ISD annually recognizes one teacher from each campus selected by his/her peers as campus Teacher of the Year. The honorees represent their campuses as examples of the quality education that is offered in Seguin ISD. The recognition program gives teachers a chance to spotlight a colleague and congratulate him/her for the dedication to excellence and the efforts expended for children. The program also gives the community the opportunity to get to know the individual teachers and the programs they offer to their students. From the campus honorees, one elementary and one secondary teacher are chosen as Seguin ISD Teachers of the Year, representing the district in the regional program.

Teacher Communication Council

To keep open lines of communication between campus professionals and the Superintendent's office, teachers elected to represent each campus meet monthly with the Superintendent. Agenda items include reports on matters of interest brought to the TCC by the Superintendent and those topics of district-wide concern brought forward by the campus representatives. The TCC generally meets on the last Monday of each month after school hours.

Employee Recognition & 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.

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Seguin 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 required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate 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: Cynthia J. Moreno, Chief Human Resource Officer, 1221 E. Kingsbury, cmoreno@seguin.k12.tx.us, 830-401-8628. 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: Cynthia J. Moreno, Chief Human Resource Officer, 1221 E. Kingsbury, cmoreno@seguin.k12.tx.us 830-401-8628.

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 and posted on the district's Web site.

Reimbursement at Retirement

Policy DEC (Local)

Retiring employees who retire within 90 days of the date employment with the District ends, under the rules of the Teacher Retirement System of Texas (TRS) with 10 or more continuous years of service in the District, whether employed on a contract or non-contract basis, shall be eligible to receive reimbursement for an unlimited number of days accumulated. Professionals will receive \$75.00 per day and support staff \$50.00 per day. The payment rate will be reviewed annually as a line item in the budget. Payment shall be made from the date of retirement (verifiable by TRS).

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from Teacher Retirement System (TRS) may be employed in limited 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 Web Site (www.trs.texas.gov).

Contract and Non-Contract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from 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 at least 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.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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.

Renewable State Board for Educator Certification (SBEC) Certificates. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Non-Certified Administrative Employees. Employees in administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by an employment agreement.

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 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 announced specified date. 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 Office of Human Resources and must be approved by the releasing and receiving supervisor.

Personnel Assignment, Reassignment, and Schedules:

Mandatory Change of Assignment (Red Form)

- This form is initiated by central office to reassign an employee when it is deemed in the best interest of the district or to meet program needs;
- Requires signatures of Special Area Administrator and/or Director and/or Chief Human Resource Officer;
- Approval of the Superintendent or Chief Human Resource Officer; and
- Human Resources administrative staff will notify principal impacted and employee.

Job Assignments Change Form (Within the Building)

- Use this form prior to reassigning an employee from one position to another within your building;
- It requires signatures of principal and Special Area Administrator and/or Director and/or Assistant Superintendent;
- Requires approval of Chief Human Resource Officer; and
- Human Resources administrative staff will notify principal and employee

Teacher Voluntary Transfer Request

Purpose: The Voluntary Transfer application is available for employees starting in mid-March. This form is to be used by employees wishing to secure their own voluntary transfer.

Rationale: This process will enable employees to express an interest in being considered for certain schools. It will also enable principals to schedule interviews when it is convenient for them and for the committee members. Principals are aware that the District wants our employees to feel they have the right to explore other employment options within the district. The goal is to provide a risk-free environment for employees to look at other positions.

Process: Employees complete the Teacher Voluntary Transfer application. The current/releasing principal approves the transfer request. **Professional employee will complete the application in the Frontline hiring system. Paraprofessionals and Auxiliary employees also complete the application through the hiring system.**

Employee indicates on the application which schools are of interest. Human Resources will compile a list of transfer requests. When a school has an opening, the principal will review the list for their campus and decide along with his/her interviewing committee which employees they wish to interview.

Interviews will be by invitation only. The principals will call employees for interviews. Please provide the best telephone number where you can be reached on your transfer form.

Recommendation:

If a Principal wishes to recommend an employee for a vacancy, the appropriate form will be completed and submitted to the Office of Human Resources. All transfers before June 3, 2022 will need the releasing principal's **acknowledgment /signature** and the receiving principal's **approval**. After June 3rd, all transfers will need **both** the releasing and receiving principal's **approval**.

Approval: Final approval will be determined by the Office of Human Resources. Do not assume a transfer has been approved just because a principal has approved the transfer. Human Resources needs to monitor the impact the transfer will have on maintaining the "balance at every school." You will be notified by Human Resources as soon as the transfer is approved.

Note: ***If two principals submit recommendations for the same teacher, the teacher will be given the choice of which position to accept.**

For ease of reference, the district's policy concerning the process of bringing complaints and grievances is linked: [Policy DK \(Local\)](#)

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or 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 Certification Specialist in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources Certification Specialists when there is action against, or revocation of, their license.

A certified employee's contract may be voided without 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 Office of Human Resources 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 Office of Human Resources if you have any questions regarding reverification of employment authorization.

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.

Employees required to have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol 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 when 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 is otherwise 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 policies and related educational material should contact the Office of Human Resources.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Chief Human Resource Officer by the start of each school year.

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.

Workload and Work Schedules

Policies DEAB, DK, DL

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 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 31 for additional information.

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 Office of Human Resources.

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 [name, title, phone number] 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 a teacher who does not hold an appropriate teaching certificate. 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. 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 Office of Human Resources.

Outside Employment and Tutoring

Policy DBD

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.

The Board reserves the right, at all times, to evaluate any problem or question arising under this policy and make such disposition of these questions and problems as may be deemed proper and necessary.

Performance Evaluation

Policies DN 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, Seguin 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 Office of Human Resources.

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.

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

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 29.)

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.

Employees should contact the Office of Human Resources for more information about the district's salary schedules or their own pay.

Paychecks

All professional and paraprofessional employees are paid monthly. Auxiliary employees are paid semi-monthly, on the 15th and the end of the month. Paychecks are sent to the campus/department during the school year. During the summer months, all paychecks are mailed.

The schedule of pay dates for the 2023-2024 school year can be found at:

<https://www.seguin.k12.tx.us/page/business.payroll>

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. Contact the Payroll Office in Business Services 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 employees
- Medicare tax (applicable only to employees hired in Seguin ISD after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Temporary and part-time employees who are not eligible for TRS membership must contribute to a Section 457 FICA Alternative plan. Seguin ISD does not participate in the Federal Social Security

Retirement Program. Instead, as required by Omnibus Budget Reconciliation Act of 1990 (OBRA), the District has adopted a private retirement plan authorized under Internal Revenue Code, Section 457.

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.

Overtime Compensation

Policy 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.

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

Nonexempt employees receive additional compensation for any hours worked in excess of their scheduled hours for the week. For example, an employee is scheduled to work 30 hours for the week but actually works 34 hours. The employee will be compensated at a straight time rate for the additional four hours.

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

- Employees can accumulate up to 16 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 other available paid leave (i.e. sick, personal, vacation).
- Weekly time sheets are 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 supervisor must give approval. For approved travel, employees are 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. Travel reimbursements and reconciliations must be received by Business Services within ten working days of the return travel date.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for ten or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Payroll Office in Business Services for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the Payroll Office of Business Services for more information.

Voluntary deductions include the following:

- Disability Insurance
- Cancer/Dread Disease Insurance
- Dental Insurance
- Vision Insurance
- Group Term Life Insurance
- Permanent Term Life Insurance
- Health Savings Account
- Section 125 Flexible Spending Account
- Hospital/Accident Insurance

The district provides a \$10,000 life insurance policy to all employees at no cost to the employee.

The Employee Assistance Program is a counseling service provided by the district to all employees and their family members at no cost to the employee.

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., health, dental, vision, and cancer). 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 must be reported immediately to the supervisor. Prior to seeking treatment (except in an emergency situation), employees must meet with the Risk Manager for necessary paperwork. Employees needing medical attention must see an Alliance provider. Approved Alliance providers can be located at the following website: <http://pswca.org/find-a-provider.html>. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* section below for information on the use of paid leave for such absences. It is the employee's responsibility to complete and return all required paperwork and attend all follow-up doctors' appointments to ensure benefits are appropriately administered.

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 under the Texas Unemployment Compensation Act. 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 Human Resources Department.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are required to be 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 balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Office of Human Resources as soon as possible. Additional inquiries should be addressed to: 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 at www.trs.state.tx.us.

Investments

Tax sheltered annuities; (403b) and deferred compensation (457) plans are available to employees. As of October 1, 2008, the District established a 403b plan in accordance with IRS regulations. The District does

not make employer contributions and investments are authorized with vendors on the Teacher Retirement System of Texas approved list. Contact the payroll office in Business Services for more information.

2023 INFORMATION

Seguin ISD

403(b) Plan

The 403(b) plan is a valuable retirement savings options available through Seguin ISD. This notice provides a brief explanation of the provisions, policies and rules that govern the 403(b) plan.

Plan administration services for the 403(b) plan are provided by TSA Consulting Group, Inc. (TSACG). Visit the TSACG website (tsacg.com) for information about enrollment in the plan, investment product providers available, distributions, exchanges or transfers, 403(b) loans, and rollovers.

Eligibility

All employees are eligible to participate in the 403(b) plan immediately upon employment; however, private contractors, appointed/elected trustees and/or school board members and student workers are not eligible to participate in the 403(b) plan. Employees may make voluntary elective deferrals to the 403(b) plan. Participants are fully vested in their contributions and earnings at all times.

Employee Contributions

Upon enrollment, participants designate a portion of their salary that they wish to contribute to their traditional 403(b) account up to their maximum annual contribution amount on a pre-tax basis, thus reducing the participant's taxable income. Contributions to the participant's 403(b) account are made from income paid through the employer's payroll system. Taxes on contributions and any earnings are deferred until the participant withdraws their funds.

The Internal Revenue Service regulations limit the amount participants may contribute annually to tax-advantaged retirement plans and imposes substantial penalties for violating contribution limits. TSACG monitors 403(b) plan contributions and notifies the employer in the event of an excess contribution.

The 2019 Basic Contribution Limit for each plan is \$19,000..

Additional provisions allowed:

The Service-Based Catch Up Amount

The special catch-up provision allows participants to make additional contributions of up to \$3,000 if, as of the preceding calendar year, the participant has completed 15 or more full years of employment with the current employer, not averaged over \$5,000 per year in annual contributions, and has not utilized catch-up contributions in excess of the aggregate of \$15,000. For a detailed explanation of this provision, please visit <https://www.tsacg.com>.

Age-Based Additional Amount

Participants who are age 50 or older any time during the year qualify to make an additional contribution of up to \$6,000.

Enrollment

Employees who wish to enroll in the 403(b) retirement plan must first select the provider and investment product best suited for their account. Upon establishment of the account with the selected provider, a "Salary Reduction Agreement" (SRA) form and/or a deferred compensation enrollment form and any disclosure forms must be completed and submitted to the employer. These forms authorize the employer to withhold 403(b) contributions from the employee's pay and send those funds to the Investment Provider on their behalf. A SRA form must be completed to start, stop or modify contributions to 403(b) account. Unless otherwise notified by your employer, you may enroll and/or make changes to your current contributions anytime throughout the year.

Please note: The total annual amount of a participant's contributions must not exceed the Maximum Allowable Contribution (MAC) calculation. For convenience, a MAC calculator is available on the internet at www.tsacg.com

Investment Provider Information

A current list of authorized 403(b) investment providers and current employer forms are available on the employer's specific web page at www.tsacg.com.

Plan Distribution Transactions

Distribution transactions may include any of the following depending on the employer's plan document: loans, transfers, rollovers, exchanges, hardships, unforeseen financial emergency withdrawals or distributions. Participants may request these distributions by completing the necessary forms obtained from the provider and plan administrator as required. All completed forms should be submitted to the plan administrator for processing.

403(b) Plan Loans

Participants may be eligible to borrow their 403(b) plan accumulations depending on the provisions of their 403(b) account contract and provisions of the employer plan. If loans are available, they are generally granted for a term of five years or less

(general-purpose loans). Loans taken to purchase a principal residence can extend the term beyond five years depending on the provisions of their 403(b) account contract and provisions of the employer. Details and terms of the loan are established by the provider. Participants must repay their loans through monthly payments as directed by the provider. Prior to taking a loan, participants should consult a tax advisor.

Plan-to-Plan Transfers

A plan-to-plan transfer is defined as the movement of a 403(b) account from a previous plan sponsor's plan and retaining the same account with the authorized investment provider under the new plan sponsor's plan.

Rollovers

Participants may move funds from one qualified plan account, i.e. 403(b) account, 401(k) account or an IRA, to another qualified plan account at age 59½ or when separated from service. Rollovers do not create a taxable event.

Distributions

Retirement plan distributions are restricted by IRS regulations. A participant may not take a distribution of 403(b) plan accumulations without penalty unless they have attained age 59½ or separated from service in the year in which they turn 55 or older. In most cases, any withdrawals made from a 403(b) account are taxable in full as ordinary income.

Exchanges

Participants may exchange account accumulations from one 403(b) investment provider to another 403(b) investment provider that is authorized under the same plan; however, there may be limitations affecting exchanges, and participants should be aware of any charges or penalties that may exist in individual investment contracts prior to exchange.

Hardship Withdrawals

Participants may be able to take a hardship withdrawal in the event of an immediate and heavy financial need. According to IRS Safe Harbor regulations, to be eligible for a hardship withdrawal, you must verify and provide evidence that the distribution is being taken for specific reasons. The eligibility requirements to receive a hardship withdrawal are provided on the Hardship Withdrawal Disclosure form at www.tsacg.com.

Employee Information Statement

Participants in defined contribution plans are responsible for determining which, if any, investment vehicles best serve their retirement objectives. The 403(b) plan assets are invested solely in accordance with the participant's instructions. The participant should periodically review whether his/her objectives are being met, and if the objectives have changed, the participant should make the appropriate changes. Careful planning with a tax advisor or financial planner may help to ensure that the supplemental retirement savings plan meets the participant's objectives.

TSA Consulting Group

Website: www.tsacg.com

Plan Administrator Contact Information

Transactions

P. O. Box 4037
Ft. Walton Beach, FL 32549
Toll-free: 1-888-796-3786
Toll-free fax: 1-866-741-0645

For overnight deliveries

73 Eglin Parkway NE, Suite 302
Ft. Walton Beach, FL 32548
Toll-free: 1-888-796-3786
Toll-free fax: 1-866-741-0645

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Leaves Specialist in the Office of Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half-day 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
- State Sick
- State Personal

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

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, 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 5 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 FMLA leave 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 Family and Medical Leave Act 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.

Leave Types

Earned Local Sick Leave (ELOCAL)

- Earn up to 5 days based on number of days employed;
- Available for personal illness or illness of immediate family;
- Does accumulate from year to year (unlimited number of days);
- Does not transfer to other school districts; and
- One local day may be contributed to sick bank.

Local Accumulated Sick Leave (LOCAL) (if applicable)

- Only SISD employees hired prior to 1995-96 may have this leave type;
- Only available for personal illness or illness of immediate family;
- Does not earn or accumulate more days; and
- Does not transfer balance to other school districts.

State Personal Leave (STPERS)

- Earn up to 5 days based on number of days employed;
- Available for personal illness or illness of immediate family;
- Available for use of personal leave (*see DEC/LOCAL for rules governing personal leave*);
- Will accumulate balance from year to year (no limit); and
- Transfers balance to other school districts.

Note: If an employee is absent from duty and all of the above leave has been exhausted, the employee will be docked their daily rate of pay for each absence (excluding approved school business or jury duty).

Additional Types of Leave

If an employee is out due to their personal illness, they are entitled up to 20 days of LOCAL EXTENDED SICK LEAVE. If an employee is absent for a long-term illness, he/she must complete a Leave of Absence form available from the Office of Human Resources.

Local Extended Sick Leave

- Only available for employee's long-term personal illness;
- Maximum of up to 20 days;
- Employee receives the difference in pay between their daily rate of pay and the substitute's daily rate of pay, for the number of days docked, up to the maximum of 20 days

Sick Leave Bank Days (For members only; membership requires min. 20 hours per week)

- Only available for an employee's long-term illness (*see guidelines-Appendix*);
- Maximum of 20 days available;
- Employee must apply to the Sick Leave Bank Governing Committee for approval days; and
- Only available after all other leave is exhausted.

If you have any questions at any time regarding leave issues, please contact the Leaves Specialist, Office of Human Resources.

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

- Earn up to 5 days based on number of days employed;
- Available for personal illness or illness of immediate family;
- Does accumulate from year to year (unlimited number of days);
- Does not transfer to other school districts; and
- One local day may be contributed to sick bank.

Sick Leave Bank Guidelines (see Appendix C)

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 non-discretionary leave. Reasons for this type of leave allows very little, if any advanced planning. Nondiscretionary leave 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 3 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.

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.

Discretionary Leave

- A maximum of 3 campus employees in each job category will be permitted to take discretionary personal leave at the same time;
- Discretionary leave may not last more than 5 consecutive workdays, except with special approval for extenuating circumstances; and
- ***Discretionary leave may not be taken on the following key days:***
 - Day before or after a holiday;
 - Staff development day;
 - Weather make-up days;
 - State mandatory test days; and
 - First and last week of school.

Using discretionary leave on these days may result in a dock of your daily rate. An employee may not use more than ten days of accumulated state personal leave in any one semester nor more than 20 days of accumulated state personal leave in any one calendar year.

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 the 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 Human Resources Leaves 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.

Family and Medical Leave (FML)—General Provisions

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

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent, who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employee may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Military Family Leave Entitlements

An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying

exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of “serious injury” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.**

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care

provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FML leave. In order to use paid leave for FML leave, employees must comply with the employer's normal paid leave policies.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.go

Local Procedure for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

- from July 1 through June 30

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.

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 exigency, an employee may take 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.

- An employee is needed to care for a seriously ill spouse, child, or parent;
- When an employee requires medical treatment for a serious illness;
- When an employee is seriously ill and unable to work; and
- When an employee becomes a parent or has a foster child placed in his or her home.

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 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.

Military service family leave. An eligible employee is entitled to leave to care for an active duty military service member who incurs a serious illness or injury in the line of duty. The service member must be the employee's spouse, child, parent, or next of kin. An eligible employee may take up to 26 weeks on a one-time basis to provide care to a covered service member.

Continuation of benefits and job restoration. Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Requests for FMLA. When the need for Family and Medical Leave is foreseeable, employees must provide 30-day advance notice to the district. When the need for leave is not foreseeable, employees must contact the Human Resources Leaves Specialist as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions and periodic re-certification of the need for leave;
- Periodic reports during the leave regarding the employee's status and intent to return to work; and/or
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work.
- Certification of the need for family military leave

District contact. Employees that require FMLA leave or have questions should contact the Leaves Specialist, Office of Human Resources for details on eligibility, requirements, and limitations.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for worker's 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 worker's 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 worker's 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 Business 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 nonresponsible 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 the 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 leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

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 state military duty (Texas National Guard or Texas 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 Office of Human Resources. In most cases, the length of the 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 Assistant Payroll Specialist, Business Services, for details on eligibility, requirements, and limitations.

Jury Duty

Polices DEC, DG

The district provides paid leave to employees who are summoned to jury duty. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand 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 of 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 paid leave. Employees may be required to submit documentation of their need for leave for court appearances.

Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). 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.

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 grievance 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 grievance 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:

[DGBA \(Local\) - Employee Complaints & Grievances](#)

[DGBA \(Legal\) - Employee Complaints & Grievance](#)

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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;
- 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, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency, page 61*, for additional information.

The Educators' *Code of Ethics and Standard Practices for Texas Educators*, 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 professional 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

1. 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 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. |
| 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 or knowingly 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 or distribution of controlled substances and/or abuse of 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. |

2. 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 to 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.

3. 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, or 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:
- (i) the nature, purpose, timing, and amount of the communication;
 - (ii) the subject matter of the communication;
 - (iii) whether the communication was made openly or the educator attempted to conceal the communication;
 - (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
 - (v) whether the communication was sexually explicit; and
 - (vi) 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.

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.

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.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is linked below:

[**DIA \(Local\) - Employee Welfare - Freedom From Harassment**](#)

Harassment of Students

Policies 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 must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, page 51 and Bullying, page 86 for additional information.

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

[DF \(Legal\) – Definition of Solicitation of a romantic relationship](#)

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is FFI (Local) and is linked below:

[FFI \(Local\) - Student Welfare - Freedom From Bullying](#)

Reporting Suspected Child Abuse

Policies DG, 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 §26.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have 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 Child Protective Services can be made online at:

<https://www.txabusehotline.org/Login/Defaultt.aspx> or to the Texas Abuse Hotline (800-252-5400).

State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee 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 report suspected child abuse 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 suspected child abuse 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.

The district's policy on reporting suspected child abuse is linked below:

[FFG \(Legal\) - Student Welfare - Child Abuse and Neglect](#)

[FFG \(Exhibit\) - Student Welfare - Child Abuse and Neglect](#)

[GRA \(Legal\) - Relations With Governmental Entities Local Governmental Authorities](#)

[GRA \(Exhibit\) - Relations With Governmental Entities Local Governmental Authorities](#)

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children which may be accessed on page 51. 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. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who 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 above in Reporting Suspected Child Abuse.

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an

employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

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

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.

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 legal action. Employees with questions about computer use and data management can contact the Information Systems & Instructional Technology Department.

Personal Use of Electronic Communications

Policy CQ, DH

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, Twitter, 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, meal times, 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's logo or other copyrighted material of the district 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 DH (EXHIBIT)]
 - 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 DH (EXHIBIT)]

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.

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.

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, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the 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 limit 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 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- 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 email, 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 supervisor in writing within one business day if a student engages in an 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

Employees may be subject to a review of their criminal history record information at anytime during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on all employees 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 Arrest and Convictions

Policy DH

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
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

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

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

Alcohol and Drug-Abuse Prevention

Policy DH

Seguin ISD is committed to maintaining an alcohol-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:

DH (Local) - Employee Standards of Conduct

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201]).

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products or e-cigarette on all district-owned property and at school-related or school-sanctioned activities, on or 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.

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 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 relating to the unauthorized 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 fund-raiser. 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 fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 64 for additional information.

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 Business Department.

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 supervisors or call 830-379-2123 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 CKA

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 District's Administrative 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 the Maintenance Office. 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.

Cell Phones Use

All district employees will refrain from the use of personal cell phones during the school day in order to not interfere with classroom instruction or other designated duties.

Dress Code for Staff

The Seguin ISD has high expectations for employee appearance with the purpose of achieving a professional atmosphere on our campuses and in our offices. Because school employees are professionals and considered student role models, parents and other visitors coming to our schools and offices expect and deserve a high standard in the appearance of district employees.

Therefore, all clothing will be in good taste, neat, clean, and pressed. Hair will be clean, groomed and out of the eyes. Beards and mustaches will be neat and groomed. Dresses and skirts (including slits in skirts) must be no shorter than the top of the kneecap.

District employees are expected to dress appropriately in professional or professional-casual attire while at work. While representing the school/district in the community or in other communities, employees are expected to dress in a more formal professional attire.

Masks and other PPE to promote the health and safety of students and staff may be required as authorized by the superintendent.

The following attire is not allowed:

- T-shirts; shirts or other clothing with writing, pictures or graphics (with the exception of small brand names/logos); low cut shirts; tank tops; tube or halter tops; any shirt or blouse that reveals a bare midriff;
- Clothing and accessories (to include hats, buttons, pins, etc.) with political messaging or language for or against a candidate or ballot measure.
- Flip-flops, Croc-like shoes & slippers
(Flip-flops are defined as rubber or sponge-like shoes that go between the toes)

- Shorts, leggings, stretch or tight-fitting pants;
- Sweatshirts or sweat pants, athletic warm-up suits and attire (except coaches or physical education teachers within the PE/athletic periods);
- Scanty, see-through or suggestive attire, or visible undergarments;
- Clothing that is un-hemmed, excessively worn, faded, damaged or stained;
- Hats (unless specifically needed at school events); and
- Facial jewelry (excluding earrings), exposed body piercing or tattoos.

Coaches - Polo-style shirts worn with nylon or wind pants are expected to be worn outside the athletic area.

District employees are permitted to wear jeans with a Seguin ISD spirit shirt on designated spirit days. Employees should assure that the jeans fit appropriately and are clean and pressed. There are common-sense exceptions for physical education and vocational instruction. Also guidelines give principals the leeway to allow teachers to wear spirit shirts, shorts, costumes, etc. in special circumstances.

Those employees provided with uniforms will be expected to be in uniform at all times while on duty.

All employees are expected to wear district or campus identification name tags/badges while on duty.

Principals/supervisors will interpret terminology such as “appropriately” and “good taste,” if necessary.

Office employees are expected to dress more formally and professionally. Office employees should not wear jeans except on Friday when they may dress-down to casual attire. Shorts are not considered professional attire.

Food Service Meals

The Food Service Program, also known as the Child Nutrition Program, is a federally funded program for children. With the exception of child nutrition personnel (food service) paid by this program, adult meals cannot be served to non-food service employees without payment. Under the Texas Department of Agriculture rules, custodians and lunchroom monitors do not meet the definition of child nutrition personnel and may not receive free meals. In other words, this is not a cost that the Food Service Program is allowed to pay.

General Procedures

Emergency School Closing

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 Web site and notify the following radio and television stations:

Radio Stations: KWED 1580

Television Stations: KMOL TV Channel 4, KSAT TV Channel 12, KENS TV Channel 5

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 District's financial software system. All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures. These procedures require that all District purchases be made with a District authorized purchase order. The District will review purchases made without a District authorized purchase order on a case by case basis, but will not necessarily reimburse employees or assume responsibility for these purchases made without authorization. District employees shall not be permitted to make purchases for personal use through the District's Business Services. Contact the Purchasing Coordinator in Business Services 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 Office of Human Resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Office of Human Resources.

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 Office of Human Resources. 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.

Building Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The SISD Business Services Department is responsible for scheduling the use of facilities after school hours. Contact the SISD Business Services Department to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations ***Policy DFE***

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 superintendent or other persons designated by the board of trustees, which includes Chief Human Resources Officer. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or Chief Human Resources Officer.

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.

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency on page 67*. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the Chief Human Resource Officer 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 is required to notify the Superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The Superintendent will notify TEA within seven business days of receiving a report from a Principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees ***Policy DF Series***

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 time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a writ ten notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven

business days following an alleged incident of misconduct for any of the acts listed in the Reports to Teas Education Agency on page 67. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

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 time lines and procedures can be found in the DF series policies that are provided to employees or are available on line.

Dismissal of Noncontract Employees

Policies DCD, DP

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 Principal is required to notify the Superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The Superintendent will notify TEA within seven business days of receiving a report from a Principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the 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.

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 to Texas Education Agency Policies DF, DHB, DHC

Certified Employees: The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA 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 minor
- 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).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

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 7th day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Information Systems and Instructional Technology

Introduction

The Seguin ISD Information Systems and Instructional Technology Department supports instructional and administrative functions of the school district. This department is directly under the Superintendent.

The Technology Department is divided into the following divisions: Digital Learning; Technical Support, Information Systems (PEIMS), and Networking Services.

The Digital Learning Department includes facilitating instruction in the teaching-learning process through the use of technology; directing instructional technology services to meet students' needs; planning, implementing, and evaluating instructional programs with staff, teachers, principals, and central office administrators; planning and delivering technical training.

The Technical Support division includes maintaining all district PCs, MACs, printers, security cameras, wireless and other related technology equipment; and maintaining the district-wide telephone systems. As well as maintaining life cycles for this equipment.

The Information Systems division includes producing statistics, files, data, and queries; and the creation, maintenance and submissions to the district's and state's databases.

The Networking Services division includes evaluating, supporting, maintaining, and monitoring the District's local area and wide area networks including all devices that support those networks; and coordinating the implementation of new and replacement systems as the need arises.

The Chief Technology Officer coordinates with departments and campuses district-wide to determine technology requirements and establish technology goals and objectives.

The Chief Technology Officer will manage a district-wide technology budget from formulation to execution thereby being responsible for technology plans, programs, and resource requirements in support of established goals and objectives.

The department is responsible for (1) managing district-wide technology from concept formulation through implementation and evaluation, (2) ongoing maintenance, development, acquisition of district wide technology systems, and (3) related professional development training of employees district-wide.

The goals of the Department of Information Systems and Instructional Technology are in alignment with the Seguin ISD Strategic Plan, which aims to implement and facilitate technology-enriched instruction, along with administrative tasks.

Acceptable Use of Mobile and User Devices at Seguin ISD

This policy is intended to protect Seguin ISD from any access issues and to ensure that device usage does not interfere with the mission of the district or the Seguin ISD network resources. All policies listed apply to the use of district technology devices whether on or off campus.

1. It is the responsibility of the technology department to provide district support departments with technology devices quotes (including specifications) concerning the purchase of technology devices for district use. Specifications include but are not limited to: operating system, processor, memory, hard drive, network card internal/external/wireless), video display, optical storage, sound, and anti-virus software.
2. All “new” district technology devices must have a Seguin ISD fixed asset tag. It is the responsibility of the ordering support department to request a fixed asset tag from the Business Department for all acquired district technology devices.
3. All ‘new’ district technology devices will be set up and configured by the technology department. A technology work order must be submitted and a district technician will be assigned to set up and configure the district technology devices. It is the responsibility of the support department to inform the technology department of all inventory changes (building/room assignment) for district technology devices.
4. During the setup/install of the ‘new’ district technology devices, the district technician will provide training for the user on how to login to the district domain and to connect to Seguin ISD network resources.
5. District technology device users must adhere to the Seguinnet Rules and Regulations regarding Internet and electronic communication access when using the Seguin ISD network.
6. The Chief Technology Officer will approve all requests for the installation and access of software applications and programs on district laptops. These requests must be made on the technology work order system.

User Responsibilities:

1. District/Campus users will not attempt to duplicate any district/campus licensed software that is installed on any district/campus computer, personal laptop or home computer.
2. District/Campus users will not attempt to personally uninstall or modify the settings of any school-licensed software installed on any district computer or laptop.
3. District/Campus users will adhere to scheduled routine inspections, maintenance, and monitoring of district technology devices.
4. Whether connecting to the network or for general use, district/campus network usage may be confined to certain locations throughout the district.

5. District/Campus users will not store sensitive student data on devices and will protect the contents of the district technology devices at all times. Users will continue to comply with CIPA, COPPA, and FERPA requirements.

District Responsibilities:

The Chief Technology Officer reserves the right to shut down network access for laptop users at any time for maintenance or if there is a danger to the integrity of the network; for example, if a laptop computer has a virus, or is using an unacceptable amount of network bandwidth.

NON-DISTRICT OWNED EQUIPMENT

Non-district owned equipment (smartphones, tablets, laptop computers, printers, etc.) can be networked and/or connected to the district's electronic system and/or equipment only through the district's Seguin ISD wireless network. Staff must request a username and password for the Guest wireless system if a non-district person needs wireless access. Seguin ISD staff can connect to the Seguin ISD wireless network using their own security credentials.

There is no promise or guarantee that personally owned equipment will connect to the Seguin ISD network. The username and password must not be shared with anyone. Each person is responsible for their own access. Flash Drives may be utilized to transport documents. District owned computers are equipped with software to be used for protection against malicious content that may be introduced. The district will not be responsible for any non-district equipment and will not fix, repair or troubleshoot non-district owned equipment.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be in compliance with campus use regulations. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding usage of these district resources. Violations of this user agreement may result in withdrawal of privileges and other disciplinary action.

TECHNOLOGY (CQ LOCAL)

Board Policy CQ (Local): The Chief Technology Officer and Curriculum Support shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

Access to the District's electronic communications systems, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Impose no tangible cost on the District;
2. Does not unduly burden the District computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

Use by Members of the Public

Access to the District's electronic communications system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:

1. Imposes no measurable cost on the District; and
2. Does not unduly burden the District's computer or network resources.

Members of the public who are granted access shall be required to comply with all District rules and policies governing appropriate use of the system.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See EFE]

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Internet Safety

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. control students' access to inappropriate materials, as well as to materials that are harmful to minors
2. ensure student safety and security when using electronic communications
3. prevent unauthorized access, including hacking and other unlawful activities; and
4. restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Filtering

Each district technology device with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices and shall not authorize the disabling of a filtering device for any reason.

Monitored use

Electronic mail transmissions and other use of the electronic communications systems by students or employees are not private and may be monitored at any time by designated District staff to ensure appropriate use.

Intellectual Property Rights

Students shall retain all rights to work they create using the District's electronic communications system. As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other user's mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Student Agreement of Acceptable Use of the Electronic Communication System

Students are being given educational access to the District's electronic communication system including the Internet. Through this system, students will be able to communicate with other schools, colleges, organizations, and people around the world and other electronic information systems/networks. Students will have access to hundreds of databases, libraries, and computer services all over the world.

The Internet is a network of diverse communication and information networks. Through the District's electronic communications system which includes the Internet, students will have access to hundreds of databases, libraries, and computer services all over the world. It is possible that students may run across areas of adult content and some material parents might find objectionable. While the District will take reasonable steps to preclude access to such material and does not condone such access, it is not possible to absolutely prevent such access.

Though use of the Internet is an integral part of the classroom curriculum, parents who wish that their student not have access to the District's electronic communications system including the Internet should notify the campus office in writing that they do not want their student to have such access. Written notice should be sent to the campus office within 10 days of the issuance of this handbook. Failure to notify the campus in writing will be considered consent.

With this educational opportunity comes responsibility. It is important that you read the District policy – CQ (LOCAL) and Student Agreement for Acceptable Use of the Electronic Communication

System and ask questions for help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool and disciplinary action. It will be the student's responsibility to follow the rules for appropriate use.

Rules for Appropriate Use

- The District's system including the Internet is to be used for identified instructional purposes.
- Use of the District's system is a privilege and not a right
- The system is not intended for personal use
- Proper use of the system is the student responsibility and the District may suspend or revoke access if the rules are violated.

Inappropriate Use

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Posting personal information about one's self or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

- Suspension of access to the system.
- Revocation of the computer system account
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting", will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers in this type of behavior, and in certain circumstances may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage parents to review with their children <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequences may rise to the level of expulsion.

Classroom Technology Guidelines

- Computers should be near outlets (Orange electrical and Ethernet).
- Computers and printers should be plugged directly into outlets.
- **Classroom computers should not be plugged into power strips and/or extension cords if possible.**
- Orange plugs are to be used for technology equipment.
- Outlets (electrical and Ethernet) should be visible and accessible at all times.
- Do not stack items or place furniture in front of outlets.
- Workstation and printer areas should be free of clutter.
- Do not store/stack items on top of computer keyboards.
- Printers are to be stored on tables and/or desks.
- Do not place printers on top of filing cabinets.
- Replacement of printer cartridges and/or paper is to be done by the campus.
- Technology equipment should not be stored near areas where dust can accumulate easily (i.e. Chalk boards).
- As per Seguinnet Rules and Regulations: Non-district owned equipment (Computers, printers, laptops, Game Consoles) will not be connected/networked to the district's wired network. Staff can connect a wireless computer/tablet/phone to the Seguin ISD wireless network. The district will not be responsible for any non-district equipment. The district will not fix, repair or troubleshoot non-district equipment.
- Remember to quit programs and log out of the computer when not in use.

Technology Work Order Procedures

All technology related needs such as hardware, software, LAN, WAN, telephone, etc. will be submitted to the Technology Department.

Seguin Independent School District Acceptable Use Policy

SEGUINNET 2023-2024 Revised June 2023

The Seguin Independent School District Network (SEGUINNET) provides Internet and electronic communication access available to the staff and students in the Seguin Independent School District. We believe the Internet and electronic communication offer vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence in the Seguin Schools by facilitating resource sharing, innovation, and communication. Commercial use by individuals of the District's system is strictly prohibited. The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and following administrative regulations. Access to the District's electronic communications system(s) is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of the electronic communication system(s) by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

Internet Safety

The Seguin Independent School District:

- Controls students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensures student safety and security when using electronic communications;
- Prevents unauthorized access, including hacking and other unlawful activities; and
- Restricts unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Filtering

Each District computer with Internet access shall have filtered Internet access that blocks entry to visual and text depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. An employee or student who gains access to such material is expected

to discontinue the access as quickly as possible and to report the incident to the campus/district technology staff.

Disclaimer of Liability

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

Training

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the District's acceptable use guidelines. Training for District's system(s) will emphasize ethical use of the system's resources.

Copyright

Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).

System Access

With the approval of the principal, or division/departmental supervisor or designee, users will be granted appropriate access to the District's system(s). Any system users identified as having violated District, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with District policies and regulations.

System(s) Coordinator's Responsibilities The system coordinator(s) (principal, or division/department supervisor, or designee) for the electronic communication system(s) will:

1. Be responsible for the disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system(s).
2. Ensure that all users of the District's system(s) complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements shall be kept on file by the system coordinator.
3. Ensure that all employees supervising students who use the District's system(s) provide training emphasizing the appropriate uses of these resources.
4. Be authorized to monitor or examine all system(s) activities deemed appropriate to ensure proper use of the system(s).
5. Be authorized to set limits for disk utilization on the system(s), as needed.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with District policies and regulations:

1. The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy.
2. System users may not use another person's ID or password.
3. Do not make a request that can generate product/service advertisements or solicit income for commercial or private entities.
4. System users shall maintain electronic information in accordance with established guidelines.
5. System users may not upload programs to the District's system(s) without appropriate authorization. Campus technologists or district technology department staff will perform installation of software only.
6. System users may not knowingly bring prohibited materials into the District's electronic communication system(s).
7. Supervise the use of electronic resources by students.
8. Employees should be aware that off-campus computer use may impact their effectiveness in the classroom and could result in disciplinary action consistent with District policies.
9. Students, staff, and guests with official SISD login credentials may connect personal electronic devices to the district's guest wireless network. The district will not be responsible for any non-district equipment *(e.g. Computers, Printers, Laptops, LCD Projectors, Cell phone, Game Consoles, etc.). The district will not fix, repair nor troubleshoot non-district equipment.
10. Procedure for Approval of Software for Instructional Use. Installation of software programs purchased with non-district funds must be approved (Use the district form.) by the Principal and Associate Superintendent of Technology. Installation of software will be performed by campus and/or district technology personnel. Installation of non-instructional related software is not allowed and is strictly prohibited.

Users who violate these standards may be subject to disciplinary action in accordance with District policy and/or legal actions.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited Limitation/Termination/and/or

Revocation of System User Access The District may limit, suspend or revoke a system user's access to the District's system(s) upon violation of District policy or administrative regulations regarding acceptable use.

Warning

System users with access to the District's electronic communication system(s) should be aware that use of the system might provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).

Electronic Mail

Email is a required communication tools in both offices and classrooms. The following points are important to keep in mind:

1. The software and hardware that provides us email capabilities has been publicly funded. For that reason, it should not be considered a private, personal form of communication. Although we do not have staff that actively monitor email communications, the Open Records Act would govern the contents of any communication of this type. We will abide and cooperate with any legal request for access to email contents by the proper authorities. Emails may be monitored by designated staff at any time.
2. Since email access is provided as a normal operating tool for any employee who requires it to perform their job, individual staff email addresses must be shared with interested parents and community members who request to communicate with staff in this fashion.
3. Since email access is provided for school business related use, please do not create or forward messages that have no educational or professional value including any and all content that is political in nature. An example would be any number of messages that show cute pictures or follow a "chain letter" concept or political action email from professional organizations. These messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on your district email account.
4. Do not send messages to an entire staff when only a small group of people actually needs to receive the message.
5. System users who wish to distribute electronic information district wide using system resources other than email conferences/forums must submit the material to the Public Information Officer or designee. If approved, the Public Information Officer or designee will forward the electronic material to the appropriate electronic resource(s).

6. Attachments to email messages should include only data files. At no time should program files be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they're "launched" or started. If you receive an attachment like this, please delete the email message immediately without saving or looking at the attachment.
7. Subscriptions to Internet listservs should be limited to professional digests due to the amount of email traffic generated by general subscriptions. Please use your personal Internet account to receive listserv subscriptions of a general nature, if one is available. SISD allows staff to access webmail sites such as Yahoo and Google on a limited basis as long as it does not impact your instructional time. Do not download files from emails in your personal account.
8. Please notify your campus technologist if you receive unsolicited email, particularly if it is of a "hate mail" nature. We will attempt to track down the source of that email and prevent you from receiving any additional unsolicited mail.

Guidelines for Publishing to the Internet: Google Site, Classroom, and Seesaw

Forums, and Content Management Systems for Seguin ISD (Adapted from Hillsboro School District, Hillsboro, OR.)

All District material posted on the District Web site (including Google Sites and Content Management Systems) must be by the district Web Administrator and those committees, or persons, given authority to do so by the Web Administrator. Material appropriate for placement on the Seguin District Website includes information about the District, department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Educational resources for staff, students and the community may also be published online. Personal information, not related to education, will not be allowed on the SISD's District Website. All content published via the SISD network must comply with the following:

1. All publications must comply with all state, federal, and international laws concerning copyright, intellectual property rights, privacy, and legal uses of network computers.
2. All publications must comply with the Board policies, administrative regulations, these Web Publishing Guidelines, and other District guidelines provided for specific levels of publishing.
3. All district Web publications will reside primarily on the District provided web service.
4. The Seguin Independent School District makes every effort to ensure that all links are operational; all information is accurate, appropriate, and of high quality. The District expects that standards be met. The viability of links that are not created through our District cannot be guaranteed.
5. Publishing Expectations:
 - a. All District sites should meet goals of high quality in both style and presentation.
 - b. Correct grammar and spelling are expected. All information must be verifiable.
 - c. Publications shall be high quality and designed for clarity and readability.
 - d. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.

- e. Publications on the district Web site must identify affiliation with the SISD, and should link back to the main page from the front page of any school or department's main page.
- f. Relevant referencing dates are required on all publications.
- g. All publications must include the District email address of the adult maintaining the page. If a student is the publisher, the sponsoring staff member's email must be included as the responsible person. No student email addresses, whether a personal or district account, may be listed on any site page. Only SISD staff members may act as student sponsors.
- h. Commercial use for the pursuit of personal or financial gain is prohibited.
- i. All site pages shall not contain the personal address or phone number of students. Students' full names may not be used.
- j. All site pages shall not display personally identifiable student pictures unless explicit parental permission has been granted by a parent's signature on a Seguin Independent School District's form. It is required prior to publishing any identifying pictures of students. Each parent permission document must be retained on file as long as the student's picture remains online.

Different Levels of Web Publication

These guidelines are to be used as reference and provide specific information regarding Web publishing by staff and students throughout the District. District Web Publishing Guidelines exist for each level and will be used when addressing specific issues relevant to each publisher level, however, every web publisher will read and abide by the Web Publishing Standards for ALL Web Publishers shown above. For more information about these Guidelines or other issues related to Web publishing, please contact the Technology Department.

District Level

The District level refers to main publishing activities, which represent the District as a whole, such as overall structure, style, the main "front pages," and general top level information. This level of publishing is conducted by a District Webmaster who carries out the goals of the Website at this level. The District Webmaster works closely with the Chief Communications Officer.

Department Level

Administrative departments (such as Transportation or Personnel, etc.) may publish their own Web pages, Wikis, Blogs, Discussion Forums, or Content Management System pages as part of the District's Website. The supervisor or director of each department is responsible for content and maintenance of departmental Web sites, Wikis, Blogs, Discussion Forums, or Content Management System pages though may designate a department web coordinator who will do the actual authoring of pages. The materials published online is to coincide with that department's printed materials, but may also take full advantage of the resources and structure of the Web, using internal and external links to relevant references thus increasing the effectiveness of the information. The Public information Officer must be consulted prior to uploading publications of a potentially sensitive nature, such as school comparisons or student data. All staff members responsible for updating website content, must complete and sign the Acceptable Use Agreement (SEGUINET).

School Level

School Google sites, or Content Management System pages are the responsibility of the building principal who designates a school Web Coordinator. The school Web Coordinator is responsible to manage the school Website and monitor class, teacher, student, and extracurricular Web pages. This will ensure that all official material originating from the school will be consistent with the district style and content guidelines. At the school level there are guidelines for the various potential contributors to the school's web site and are to be used in the publishing process.

Staff Level

Teachers or other staff may create Google sites, or Content Management System pages for use in class activities or to provide a resource for other teachers or staff members in the District. Staff publishers will be responsible for maintaining their class or educational resource Content Management System pages. Staff Google sites or Content Management System pages must reflect positively upon the district and department or school. The teacher or staff member must complete and sign the Seguinnet AUP. The school's Web Coordinator acts as an editor for the school's website, or Content Management System pages and is to be informed of planned publishing activities.

Student Level

Students may create and publish Google sites, and Content Management Systems pages on the SISD Web site as part of a class or school sponsored activity. Material presented on a student Google site, or Content Management System must meet the educational objectives of the school-related activity, as well as follow District policy and guidelines. Personal Web pages are not allowed on the Seguin School District's Web server. Student pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to Seguin ISD." Student Google sites, or Content Management System may be removed at the end of the school year unless special arrangements are made. Parents must be notified and give written permission before their child can publish information on the Internet.

Google Apps for Education

District employees will have access to a suite of online applications, Google Suite, including Gmail, Google Docs/Drive, Google Sites, and Google Calendar. Seguin ISD's Google Suite tools are intended for professional use only and are subject to all state and federal regulations regarding employee conduct, student access, and privacy.

Google Drive provides each student and employee with 100 TB pooled online storage that can be used for documents, images, presentations, videos, etc. In order to protect student privacy, at no time should confidential student information be stored in an employee's online Google Docs/Drive.

I have read the District's SEGUINNET Acceptable Use Guidelines (AUG). I agree to abide by the provisions. I understand that violation of these provisions is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked with or without notice, school disciplinary actions may be taken and/or appropriate legal action may be taken. In addition, I expressly acknowledge being aware that the District has a right to monitor electronic mail, Internet history and other activity on my computer system,

Privileges – The use of the Internet and the email system is a privilege not a right. Inappropriate use will result in cancellation of those privileges. The system administrator(s) and/or the Assistant Superintendent of Information Systems and Instructional Technology, will deem what is inappropriate use and their/his/her decision is final. The system administrators(s) may close an account at any time as required or as deemed appropriate and without notice. The administration of Seguin ISD may

request the system administrator(s) to deny, revoke, or suspend specific user accounts, with or without cause, for violation of SEGUINNET regulations and guidelines, or as a result of other disciplinary action against the user.

Requesting an Account – Requesting an account does not guarantee that an account will be given. Upon the issuance of an account, members will be given a user ID and password

Termination of Account – A member's access to, and use of, the SEGUINNET system may be terminated by the member sending written Notice to a system administrator. Accounts that are inactive for more than ninety (90) days will be removed along with that member's files without notice given to the member.

Your signature of receipt of the employee handbook is your acceptance to abide by the provisions as stated in this document.

Student Issues

Equal Educational Opportunities Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Seguin 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 of students based on any of the reasons listed above should be directed to the Chief Human Resource Officer.

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 the parent 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 education 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 campus administration 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 teachers 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. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the Board of Trustees.

Administering Medication To Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-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, intra nasal 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 reprinted below:

FFI (Local) - Student Welfare - Freedom From Bullying

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. 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.

Notice Regarding Steroids Policy FNCF Education Code 38.008

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law provides that bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the institutional division of the Texas Department of Criminal Justice.

Bacterial Meningitis Policy FFAD

State law requires the district to provide information about bacterial meningitis:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 year old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort

looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that causes meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

Food Allergies Policy FFAF

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school

nurse or campus principal if your child has known food allergy or as soon as possible after any diagnosis of a food allergy. Food service will require doctor's note for all students who require menu modification due to food allergies.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.seguinisd.net.

Organization of Instruction

Teacher Work Day

The teacher work day will consist of 8 hours per day, with the exception that duty, faculty meetings and/or staff development activities will necessitate a longer day. The workday for teachers in PK is from 7:35 a.m. to 3:35 p.m., the workday for teachers in grades K-5 is 7:45 a.m. to 3:45 p.m., the workday for teachers in grades 6-8 is 7:55 a.m. to 3:55 p.m., and the workday for teachers in grades 9-12 is from 8:10 a.m. to 4:10 p.m. The teacher workday at the DAEP (Saegert) is from 7:50 a.m. to 3:50 p.m. At Mercer-Blumberg Learning Center (Saegert), the teacher workday is from 8:15 a.m. to 4:15 p.m.

Bell Schedules

Regular School Day

Opening and closing times for *regular* school days will be:

- Pre-Kindergarten: 7:45 a.m. to 3:10 p.m.
- Grades K – 5: 8:00 a.m. to 3:30 p.m. (bus riders will be loaded immediately after the 3:30 p.m. bell)
- Grades 6 – 8: 8:10 a.m. to 3:40 p.m.
- Grades 9 - 12
 - 1st Period: 8:25 a.m.
 - End of school day: 4:05 p.m.
- Mercer-Blumberg Learning Center @ Saegert: 8:45 a.m. to 3:45 p.m.
- Discipline Alternative School @ Saegert
 - 8:00 a.m. to 3:00 p.m. (grades 2-6)
 - 8:00 a.m. to 3:00 p.m. (grades 7-12)

School Early Dismissal Times

On days of scheduled early release, school will be dismissed four hours after start time. Scheduled early release dismissal is as follows:

Pre-K:	11:45 p.m.
Grades K-5:	12:00 p.m.
Grades 6-8:	12:10 p.m.
Grades 9-12:	12:25 p.m.
MBLC (Saegert)	12:45 p.m.

Emergency Early Dismissal times and Delayed Opening times may be found the General Information section of this book.

Interruptions

Nonacademic activities that interrupt and distract from the academic process will be avoided whenever possible. The principal of each school will be charged with enforcing this regulation.

Restrictions that apply are listed below:

- Announcements, other than emergency announcements, will be made over the public address system only once a day;
- Emergency messages will be delivered at the beginning or end of a class period, if possible. Non-emergency telephone and other messages for students will not be delivered;
- Visits to a classroom will be restricted and will occur only with the approval of the principal and the teacher;
- Campuses are not to accept delivery of flowers, and gifts will not be delivered to students during the school day; and
- Selling or solicitation will not be permitted during any class period. Fund raising by school organizations will be conducted before or after school, at lunch, or between classes.

Lesson Plans /Reteaching

See: [Seguin ISD Grading](#)

Homework

- ***Purpose and Objectives***
See [Seguin ISD Grading](#)
- ***Responsibilities***

The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills. Students will be provided ample notice of impending major homework assignments.

Academic Achievement

Board Policy EIA

Progress Reports to Parents (See [Seguin ISD Grading](#)).

Teachers will notify parents immediately upon ascertaining that a student is performing below a level that will permit him or her to meet promotion requirements. With the exception of the report card at the end of the year, all report cards are to be signed by the parent or guardian and returned promptly to the school.

Retention and Promotion

Board Policy EIE

District Retention Philosophy

The Seguin ISD believes that retention of a student must be carefully examined on a case – by case basis in consideration of the holistic needs of the child. While the District does not practice a “no

retention” philosophy, the goal of the District is to reduce the number of retentions through accelerated instruction and alternative strategies. Therefore, we believe there must be a concentration of resources at the early childhood level (pre-K through 3rd grade) in order to provide instructional designs and alternative strategies which will enable students to acquire the skills and competencies needed for successful grade level performance. Furthermore, since school attendance is a significant factor in the academic success of students, the school, parents, and community must collectively work to ensure maximum school attendance.

Credit by Examination

With prior instruction

Board Policy EHDB

Students who have had sufficient prior formal instruction as determined by the District on the basis of a review of the student's educational record (and who have failed the course with a grade no less than 70) may gain credit for the course by passing an examination on the essential knowledge and skills of the course. Students may not use credit by examination to regain eligibility to participate in extra-curricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination.

Without prior instruction

Board Policy EHDC

A student may take an examination to gain credit for a course he or she has not formally taken for credit. A student must score an 80 or above on each content area of the test for the grade level he or she wishes to skip.

A student planning to take credit by examination (or the student's parent) must register with the principal within the registration period.

Please refer to Credit by Exam Procedures for more information.

Instructional Resources

Parental Access

A parent is entitled to review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent's child and to review each test*administered to the child after the test is administered (*exclusive of standardized achievement and abilities measures). Campuses shall make teaching materials and tests readily available for parental review and may specify reasonable hours for such review. While parents have the right to review a test after it has been administered, they are not entitled to a copy of the test. Especially in instances of parental review of district benchmark or departmentalized tests (tests which may be used by more than one teacher and/or for more than one administration), campus staff should be present during the review process.

Field Trips and School-Sponsored Trips

Policy FMF

The principal, with information from the teacher, will carefully consider each request for a field trip and approve those trips with instructional value outweighing any loss of regular instructional time.

Campuses are prohibited from charging a student a fee to participate in a field trip that is part of the regular campus activities **[Board Policy FP (Legal)]**.

Transportation for all field trips should be provided by the District. Use of private cars for any field trip is discouraged. When feasible, two or three classes should use the same bus.

Students will not participate in a field trip without written consent of a parent or legal guardian. A permission form for each respective field trip must be obtained from the parent/guardian prior to the student participating in the field trip. Permission slips forms are provided in both English and Spanish.

The following guidelines will apply:

1. The extra- co-curricular trip request must be submitted online (Trip finder) ten (10) days prior to the trip.
2. The request will be automatically forwarded to the Principal or campus approver.
3. The trip request will then be scheduled through the Seguin ISD Transportation division for the date of the trip.
4. The day before the trip the requestor should follow up with Transportation to confirm.

A. *Overnight Field Trips*

Overnight field trips are defined as field trips, which require lodging away from home. The principal and classroom teacher must agree the field trip would be beneficial to pupils and in harmony with goals/objectives for that program/course. The classroom teacher in charge of making the arrangements for the field trip is also responsible for submitting the trip request form in accordance with the procedures for district field trips and other school-sponsored trips.

The following is required:

1. Adequate funds must be available to finance the trip at the time permission is requested. The source of such funds must be included: i.e., booster club, school, individual pupils, etc.
2. If the request involves an overnight stay, assurance must be given that adequate housing has been secured. The teacher in charge of the field trip will make certain that there are adequate chaperones to supervise the pupils; and
3. Pupils' parents or guardians are required to complete the Parent Approval blank on the Student Enrollment Card for out-of-town, school-chaperoned meetings. Students may be permitted to take school-sponsored overnight trips for instructional purposes (field trips and excursions), activities of school-sponsored or sanctioned clubs or organizations, and UIL or other sanctioned competitions. Approval for such trips shall be from the Superintendent

[Policy FMF (Local)].

B. *Out-of-Town Trips*

1. Adequate funds must be available to finance the trip at the time permission is requested;

and

2. If the request involves an overnight stay, assurance must be given that adequate housing has been secured. The sponsor will make certain that there are an adequate number of chaperones, including men and women, to supervise pupils.

C. Chaperones

The expenses of chaperones for student trips must be incorporated in the trip budget. Chaperones will be recruited at the earliest possible date and may participate in the fund-raising activities to offset their expenses. The number and gender of the chaperones must reflect the student membership (i.e., sufficient male or female chaperones for the group). ***A recommended ratio of chaperones would be one chaperone for every ten (10) students.*** Chaperones must have a current Criminal History Check (CHR) on file in the SISD Office of Human Resources.

D. School-Sponsored Trips in General

Unless waived by the Superintendent, students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to the event. Students may return home with a parent or guardian when the parent or guardian presents a written request to the principal that the student be allowed to ride with the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

E. Out-of-state Field Trips/Co-curricular/Extra-curricular Field Trips

Students may be permitted to take out-of-state school-sponsored trips for instructional purposes (field trips and excursions). Approval for the trip shall be from the Superintendent.

Student Teaching

Student teaching assignments are cooperatively made by the institution of higher education in which the student teacher is enrolled, the supervising teacher, the principal of the school in which the student teacher shall serve and the Office of Human Resources. Cooperating teachers should only be assigned a student teacher once per year.

Duties and responsibilities which may be assigned student teachers include any duty or responsibility granted by the district to certified teachers generally or any school program duty or responsibility granted to the supervising teacher.

While performing those duties and responsibilities under the supervision of the supervising teacher and the principal, the student teacher is entitled to exercise any authority relating to student management that is granted to certified teachers generally, including the handling of confidential records. The institution of higher education, the supervising teacher, and the principal shall exercise due care to avoid placing the student teacher in a situation that any of them knows the student teacher is not capable of handling successfully.

Collaboration with the Office of Human Resources is required in the placement of student teachers.

Student Discipline And Dress

A copy of the ***Student Code of Conduct/Student Dress Codes*** can be found in the handbook for students and parents and on the Seguin Independent School District web site

(www.seguin.k12.tx.us), and a copy of ***Texas Education Code Chapter 37: Discipline, Law, and Order*** can be found on-line at www.esc18.net/region/state/TEC/TEC.htm.

Professional Staff Pre K-12 Required Staff Development for 2023-2024

District professional staff members will work 187 contract days during the 2022-2023 school year. Paraprofessional staff will work 186 contract days. Staff development for paraprofessionals will be determined by their supervising administrator.

Please refer to District Calendar for Dates of Professional Development and /or Teacher Workdays.

Appendix A

District Policies

DAA (Legal)	Employment Objectives: Equal Employment Opportunity
DAA (Local)	Employment Objectives: Equal Employment Opportunity
DBD (Legal)	Employment Requirements and Restrictions: Conflict of Interest
DBD (Local)	Employment Requirements and Restrictions: Conflict of Interest
DBF (Local)	Employment Requirements and Restrictions: Non-School Employment
DC (Legal)	Employment Practices
DC (Local)	Employment Practices
DCA (Legal)	Employment Practices: Probationary Contracts
DCA (Local)	Employment Practices: Probationary Contracts
DCB (Legal)	Employment Practices: Educator Term Contracts
DCB (Local)	Employment Practices: Educator Term Contracts
DCC (Legal)	Employment Practices: Continuing Contracts
DCC (Local)	Employment Practices: Continuing Contracts
DCD (Legal)	Employment Practices: At-Will Employment
DCD (Local)	Employment Practices: At-Will Employment
DCE (Legal)	Employment Practices: Other Types of Contracts
DCE (Local)	Employment Practices: Other Types of Contracts
DEA (Legal)	Compensation & Benefits: Salaries, Wages, and Stipends
DEA (Local)	Compensation & Benefits: Salaries, Wages, and Stipends
DEC (Legal)	Compensation & Benefits: Leaves and Absences
DEC (Local)	Compensation & Benefits: Leaves and Absences
DFAC (Legal)	Probationary Contracts: Return to Probationary Status
DFBA (Legal)	Term Contracts: Suspension/Termination During Contract
DFBA (Local)	Term Contracts: Suspension/Termination During Contract
DFBB (Legal)	Term Contracts: Non-Renewal
DFBB (Local)	Term Contracts: Non-Renewal
DFBB (Exhibit)	Term Contracts: Non-Renewal
DFD (Legal)	Termination of Contract: Hearings Before Hearing Examiner
DFD (Local)	Termination of Contract: Hearings Before Hearing Examiner
DFE (Legal)	Termination of Contract: Resignation
DFE (Local)	Termination of Contract: Resignation
DFF (Local)	Termination of Contract: Reduction in Force
DGBA (Legal)	Personnel-Management Relations: Employee Complaints
DGBA (Local)	Personnel-Management Relations: Employee Complaints/Grievances
DH (Legal)	Employee Standards of Conduct
DH (Local)	Employee Standards of Conduct
DH (Exhibit)	Employee Standards of Conduct
DHB (Local)	Employee Standards of Conduct/Harassment
DHC (Legal)	Employee Standards of Conduct: Sexual Harassment/Sexual Abuse
DHC (Local)	Employee Standards of Conduct: Sexual Harassment/Sexual Abuse
DHC (Exhibit)	Employee Standards of Conduct: Sexual Harassment/Sexual Abuse
DHE (Legal)	Employee Standards of Conduct: Searches & Alcohol/Drug Testing
DHE (Local)	Employee Standards of Conduct: Searches & Alcohol/Drug Testing

DHE (Exhibit)	Employee Standards of Conduct: Searches & Alcohol/Drug Testing
DI (Legal)	Employee Welfare
DI (Local)	Employee Welfare
DI (Exhibit)	Employee Welfare
DIA (Legal)	Freedom of Harassment
DIA (Local)	Freedom of Harassment
DK (Legal)	Assignment and Schedules
DK (Local)	Assignment and Schedules
DN (Local)	Performance Appraisal
DNA (Legal)	Performance Appraisal: Evaluation of Teachers
DNA (Local)	Performance Appraisal: Evaluation of Teachers
DNB (Legal)	Performance Appraisal: Evaluation of Other Professional Employees
DNB (Local)	Performance Appraisal: Evaluation of Other Professional Employees
DNB (Exhibit)	Performance Appraisal: Evaluation of Other Professional Employees

Appendix B

Administrative Directive Issued by the Executive Director

Purpose and Scope

The purpose of this Administrative Directive is to establish procedures for the transition period immediately following the implementation of the Revised Educator's Code of Ethics. The State Board for Educator Certification ("SBEC") has adopted revisions to the Educator's Code of Ethics, and those revisions become effective September 1, 2002. This Administrative Directive is being issued to clarify the procedures that will be used by Board staff to ensure that all parties to a Code of Ethics complaint are treated in a fair and consistent manner and are not adversely affected as a result of the rule revisions.

Policy

The SBEC intends that only one version of the Code of Ethics will govern any given Code of Ethics complaint. The revised Code of Ethics shall take effect on September 1, 2002. All certified educators in the state of Texas shall be expected to conform to the Code of Ethics as revised as of that date. Therefore, any complaints that are filed with SBEC that allege that a violation of the Code of Ethics occurred after September 1, 2002 shall be governed by the revised Code of Ethics. Procedures for both the old and new Code of Ethics require that all such cases be filed within 90 days of the date of the alleged unethical act.

SBEC acknowledges that it may receive complaints after September 1, 2002 that pertain to conduct occurring prior to September 1, 2002. Such complaints shall be governed by the code of Ethics that was in existence prior to the revisions, subject to the 90 day limitation.

Any dispute arising from the interpretation of any matter addressed in this Administrative Directive shall be resolved by the Executive Director. The decision of the Executive Director is final and binding on all the parties.

Procedures

1. For complaints received by SBEC from September 1, 2002 through December 2, 2002

1.1 Within 30 days from the date that a Code of Ethics complaint is received, Board staff shall review the complaint to determine whether the complainant is relying on the old Code of Ethics or the revised Code of Ethics. During the course of that review, Board staff shall determine whether the conduct complained of occurred before or after September 1, 2002 and shall make a determination about whether the complaining party has relied on the correct version of the Code of Ethics. That determination shall be made in accordance with the terms of this Administrative Directive.

1.2 If Board staff determines that the complaining party has relied on the correct version of the Code of Ethics, the complaint shall be analyzed and processed in accordance with Board rules and in the usual and customary manner.

1.3 If Board staff determines that the complaining party has relied on the incorrect version of the Code of Ethics, the complaining party shall be given the opportunity to amend their complaint. Board staff shall mail a notice to the complaining party, advising the complainant that the Code of

Ethics has been revised and that their complaint references the wrong version of the Code of Ethics. The notice shall so state that the complainant has thirty (30) days to revise and return their complaint to conform to the correct version of the Code of Ethics. Board staff shall enclose a copy of the revised Code of Ethics and this Administrative Directive in any notice issued under the terms of this provision.

1.3.1 All deadlines set forth in 19 Tex. Admin. Code 249, Subchapter F shall be rolled for a period of thirty (30) days for any complaint that falls under this provision, except that the complaint may be subject to dismissal pursuant to 19 Tex. Admin. Code §§ 249.48 and 249.50(4) if the conduct described in the complaint is found to have occurred prior to ninety (90) days before the complaint was originally filed with SBEC.

1.4 If a complaining party does not amend their complaint in response to a request from Board staff as outlined in paragraph 1.3 of this Administrative Directive, the complaint shall be dismissed for failure to comply with the requirements of 19 Tex. Admin. Code § 249.50(2).

2. For complaints received by SBEC from December 3, 2002 through June 1, 2003

2.1 For any complaint received that references the old version of the Code of Ethics, Board staff shall follow the procedures outlined in sections 1.3 and 1.4 of this Administrative Directive

2.2 After June 1, 2003, any Code of Ethics complaint received that cites the “old” version of the Code of Ethics will be dismissed without any right to amend the complaint.

Signed and Effective this 30th day of August, 2002.

William Franz, Executive Director
State Board for Educator Certification

Appendix C

Seguin ISD Sick Leave Bank Guidelines

Purpose and Definition

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of an unexpected illness, non-elective surgery, or a temporary disability due to an injury. Days may be requested from the bank only after the member has exhausted all his/her available sick leave days. This includes all local days, state days, noncontract days and 20 days of ***Local Extended Sick Leave***.

Definition of Sick Leave Days for Members

Sick leave days from the bank are the days granted to a member who, through an unexpected critical illness, non-elective surgery, injury, or other temporary disability, is unable to perform the duties of his/her position.

Membership Eligibility

All full-time employees, ten, eleven, and twelve month personnel, of the Seguin Independent School District shall be eligible for membership. Full time status requires a minimum of twenty hours per week.

Procedure for Joining the Sick Leave Bank

Any employee who is eligible to join the sick leave bank may do so by contributing one day of local sick leave annually. An employee desiring to join for the current school year must be able to earn at least one day of local sick leave from the time of his/her employment until the completion of his/her total number days of work at the end of the school year. Employees who enrolled from July 1 through September 15, 1994 are charter members. Charter members will not be required to contribute any more days during the term of their current employment. A bank member can become vested after contributing five local days.

The enrollment period for current employees and new employees hired prior to the opening of the school year shall be July 1st through October 1st and Spring Enrollment for current members.

All personnel who join the bank within the enrollment period are eligible for membership benefits beginning with their first day of work.

All new personnel employed after the enrollment period must join within thirty (30) days of beginning employment.

All employees, exclusive of Charter Members and Vested Members, must complete the membership/application form annually, during the enrollment period (July 1st through October 1st), and submit it to the Chief Human Resource Officer. On the form the employee must indicate a desire to request membership or working towards being a vested member, cancel membership or decline membership. The Chief Human Resource Officer shall verify employment eligibility, and upon approval of the application, send it to the Payroll Specialist in Business Services.

In order to be eligible for any sick bank benefits, a member must remain employed with Seguin ISD continuously. If an individual leaves employment and is later rehired, that individual must start over.

Regulations Concerning Contributions of Days

Contributed sick leave days will be subtracted from the member's local sick leave record.

The days donated become the property of the Seguin Independent School District Sick Leave Bank.

All donations will remain in force and cannot be returned upon cancellation of membership. If at a later date, this individual wishes to rejoin the bank, he/she may do so only during the enrollment period by again donating one day.

Charter Bank Members and Vested Members will not be required to contribute more days for purposes of maintaining status of the Sick Leave Bank. However, if needed the Executive Director/Chairperson of the Seguin ISD Sick Leave Bank Governing Committee will have the authority to request additional days from current members on a voluntary basis. If a current member chooses not to donate in response to the emergency request, his/her ability to use the bank is not affected.

Regulations Concerning Granting of Sick Leave Days from the Bank

Granting of Days from the Sick Leave Bank

The Charter members are excluded from the diagnosed preexisting conditions provisions for the 1994-95 academic school year only.

Sick leave days from the bank shall be granted only for personnel unexpected critical illness, injury, non-elective surgery, or other disability which necessitates an absence from work of five consecutive days or longer.

Sick leave days from the bank cannot be used for an illness, surgery, or other temporary disability which is known at the time he/she first became a member of the Sick Leave Bank. The Charter members are excluded from this provision. Pregnancy, in general, is not covered by the Sick Leave Bank. Complications arising from childbirth may be considered by the committee on an individual basis.

Sick Leave Bank days shall be granted only for absences from workdays and will not be granted for holidays, noncontract days, or other such days for which the member is not paid.

The maximum number of Sick Leave Bank days that may be granted to an employee during the year (September 1st through August 31st) will be twenty days.

If a member who has received less than twenty days from the Sick Leave Bank returns to work, and is ill again with the same or different illness, he/she may apply to the Sick Leave Bank for additional days, the total not to exceed twenty (20) days per year. Each separate illness applied for must meet the initial criteria of just cause.

Payment will be made in the member's regular payroll check after the committee's approval of requested days.

Sick leave days from the bank may not be granted for a period of disability when monies are paid to the member under the Worker's Compensation Act.

All unused sick leave days in the bank at the end of the school year (August 31st) shall be carried over to the next school year (September 1st through August 31st).

A contributor will lose the right to utilize the benefits of the bank if any of the following occur:

- Termination or suspension of employment in the SISD;
- Cancellation of participation by the member on the proper form;
- The employee resigns/retires from SISD; and/or
- Upon re-employment, an employee can become vested by contributing five (5) days.

Procedure for Applying for Sick Leave Days

Should the member have an unexpected critical illness or injury necessitating the need for days in addition to his/her state and local leave days, the member may submit a request for days from the bank.

A member who requests days from the bank must submit to the Governing Committee the following information:

- A signed statement attesting to the fact the condition which necessitated the request for days from the bank was unknown to the employee at the time he/she became a member of the bank;
- Completion of the attending physician's statement which includes:
 - Identification of the nature of the illness and/or extent of injury;
 - Date of initial onset of this condition;
 - Anticipated date eligible to return to work on a full-time basis; and
 - Statement from the physician that the condition is/was not preexisting.

Forms for the above purposes have been prepared and are available from each school principal.

The Governing Committee may refuse to consider an application that does not contain the required information.

If a member is critically ill and unable to return to work, application may be initiated by a superior at the request of the member or someone in the member's family. The application is to be filed before the member exhausts state and local leave.

Governing Committee

Name

The Governing Committee, which will approve or disapprove all requests for Sick Leave Bank Days shall be called Sick Leave Bank Governing Committee.

Composition of Membership of Governing Committee

Members of the bank who have been employed by the school district for at least two consecutive years at the time of election may serve on the Governing Committee.

Membership of the Governing Committee shall be composed of:

- Voting Members - elected by members of the bank
 - One professional representative from each campus level:

- Elementary, Middle School, High School (Total 3);
- One educational support personnel; and
- One representative from Administration (campus level).
- Non-Voting Members
 - The Chief Human Resource Officer or a designee shall serve as Executive Director/Chairperson of the Governing Committee; and
 - The Governing Committee may designate a physician of their choice as a medical consultant to the committee.

Term of Office

For the 2023-2024 school year, two members shall be selected at random to serve one year terms. If these two members elect to serve again, and are re-elected, they will serve for the next two consecutive years. This will establish alternating terms.

In following years, a member of the Governing Committee shall serve for two years beginning September 1st and ending August 31st. A member, if re-elected, may serve a maximum of two consecutive terms.

Election Procedure

Elections will be held in May of each school year.

Voting Members - Five (5):

- One professional representative from each campus level;
- One education support personnel; and
- One administrative representative (campus level) shall be nominated and elected only by members of the SISD Sick Leave Bank.

Nominated employees shall give their consent in writing to serve on the Governing Committee before they are eligible for election.

Nominations and elections shall be conducted in the same manner as the election of the district Site Based Decision Committee.

A vacancy during a term shall be filled for the remainder of the term by the runner-up and then by a member of the existing committee.

Duties and Responsibilities of the Governing Committee

All applications for Sick Leave Bank days shall be reviewed individually by the Governing Committee in a called meeting.

A member may be requested to appear before the Governing Committee to substantiate his/her case.

The Governing Committee shall determine the number of days approved up to twenty days and reserves the right to approve, disapprove, or modify the days requested.

The member shall receive a written response within fifteen working days after the Committee receives the request.

The Executive Director/Chairperson of the Governing Committee shall process all approved sick leave days and forward to the Payroll Department.

If a member's request for sick leave days is denied, the member may file a written appeal within ten (10) working days, directed to the Executive Director/Chairperson, requesting to appear in person before the Governing Committee.

The decision of the Governing Committee (by simple majority vote with all voting members present) regarding this appeal shall be final.

Procedures for Deciding Any Questions Not Covered Herein

Any questions concerning membership, regulations, modifications, or revisions, or application for sick leave days that may arise after adoption of this plan, and not specifically covered herein, shall be submitted to the Governing Committee, who will make a recommendation to the SISD School Board for a final decision.

(Last revision date: 6/19/2023)