

SFDR CISD



2024-2025

# EMPLOYEE

## HANDBOOK

The San Felipe Del Rio CISD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, gender, pregnancy, national origin, age, disability, military status, genetic information, or any other basis prohibited by law.



**San Felipe Del Rio Consolidated Independent School District**  
**315 Griner St.**

**Del Rio, Texas 78840**

**An Equal Opportunity Employer**

**It is the policy of SFDRCSID not to discriminate on the basis of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law in its programs, services or activities as required by Title VI of the Civil Rights Act of 1974, as amended; Title IX of the Education Amendments of 1972; and section 504 of the Rehabilitation Act of 1973, as amended.**

**SFDRCSID will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all Educational and Career and Technology Education programs.**

**For more information about your rights or grievance procedures, contact the Title IX Coordinator, Mrs. Sandra Hernandez, at SFDRCSID - Student Performance Center and Administration Building, 315 Griner St., Del Rio, Texas 830-778-4073 or the ADA/Section 504 Coordinator, Monica Luna at Annex IV, 400 E. 17<sup>th</sup> St., Del Rio, Texas 830-778-4253.**

**Es la póliza de SFDRCSID de no discriminar por motivos de raza, color, religión, sexo, nacionalidad, edad, discapacidad, posición militar, información genética, o cualquier otro fundamento prohibido por la ley en sus programas, servicios o actividades, tal como lo requieren el Título VI de la Ley de los Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.**

**SFDRCSID tomara las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua ingles no sea un obstáculo para la admisión y participación en todos los programas educativos y en todos los programas de Carrera y Tecnología.**

**Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Sra. Sandra Hernandez, en SFDRCSID - Student Performance Center and Administración Building, 315 Griner St., Del Rio, Texas 830-778-4073 o con la Coordinadora de ADA, Sección 504, Monica Luna en el Anexo IV, 4, Del Rio, Texas 830-778-4253.**

**San Felipe Del Rio Consolidated Independent School District  
2024-2025**

**BOARD OF TRUSTEES**

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**Joshua D. Overfelt, Vice-President**  
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**Carlos H. Rios, Ed. D.**  
Superintendent of Schools

**Amy Childress**  
Chief Financial Officer

**Sandra Hernandez**  
Chief Administrative Officer

**Jane Villarreal**  
Chief Academic Officer

# **San Felipe Del Rio Consolidated Independent School District**

**Dear Staff:**

Welcome to San Felipe Del Rio Consolidated Independent School District (SFDRICISD). The District represents an organization that is dynamic, creative and effective where every employee makes a difference for children. You are commended for your dedication and support of instructional programs and service to students. Your commitment to the SFDRICISD mission of preparing students for success in an ever-changing society is greatly appreciated.

Please review this document carefully. It is our expectation that all employees be well informed and knowledgeable about the District's policies as members of the SFDRICISD organization. It is also an expectation that each employee demonstrates professionalism and work in a positive manner with fellow employees and his/her respective supervisor.

This handbook answers questions you may have regarding your employment. The District policies and procedures are also referenced for your convenience. If you have any concerns, please contact and discuss your concern with your immediate supervisor. This process will enable your issue to be resolved in the most efficient and effective manner.

Sincerely,

*Carlos H. Rios, Ed. D.*

Carlos H. Rios, Ed. D.  
Superintendent of Schools  
(830) 778-4007

## **INTRODUCTION**

The purpose of the employee handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Director.

The electronic 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 non-contract 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 Mr. Carlos Ramirez Montes at (830)778-4048. The Board Policy Manual can be accessed on line at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) under Board of Trustees on the top tool bar of the homepage.

**San Felipe Del Rio Consolidated Independent School District**

**315 Griner St.**

**P.O. Drawer 428002**

**Del Rio, Texas 78842**

**(830)778-4001 [www.sfdr-cisd.org](http://www.sfdr-cisd.org)**

### **NOTE:**

All employees are required to electronically sign the Employee Handbook and Acceptable Use Policy Employee (AUP). The Human Resources Department will notify the campus or department of any missing signatures.

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## **DISTRICT INFORMATION**

### **About our District**

San Felipe Del Rio Consolidated Independent School District serves a unique draw of students from an approximate area of 96 square miles that spans the Del Rio-Ciudad Acuna, Mexico border, nearby Laughlin Air Force Base, Comstock and other outlying rural areas.

SFDRICISD school facilities are situated throughout the City of Del Rio and include one pre-kindergarten school, nine elementary schools, two middle schools, Del Rio Freshman School (9<sup>th</sup>), Del Rio High School (10<sup>th</sup>-12<sup>th</sup>) Blended Academy, Early College High School, CTE and an alternative education placement center (Student Guidance and Learning Center).

We have a permanent staff membership of approximately 1,441 employees. The District has an approximate student membership of 9,765. Student ethnic composites include 88.48% Hispanic, .59% Black, 4.54% White, .04% American Indian, .36% Asian, and 5.99% other.

### **District Vision**

*Policy AE (LOCAL)*

San Felipe Del Rio CISD, in partnership with our families and community, empowers every student to excel through a culture of collaboration, innovation, and achievement.

### **District Mission**

San Felipe Del Rio CISD provides a high-quality, innovative curriculum with engaging, relevant instruction. We meet the individual needs of students and staff in a safe, nurturing, and collaborative environment which encourages development and growth.

### **Board of Trustees**

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

Texas law grants the board of trustees the power to govern and oversee the management of the District's schools. The board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected on the May uniform election date and serve 4-year term. Board members serve without compensation, must be qualified voters, and must reside in the District.

The board usually meets on the 3<sup>rd</sup> Monday of each month at 6:00 p.m. in the auditorium of the SFDR CISD - Student Performance Center and Administration Building located at 315 Griner St., Del Rio, Texas. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted in message board in front of the Student Performance Center and Administration Building and posted on the District website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) at least 72 hours before the scheduled meeting time. Board meetings and agendas are also released to the local media. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held within a two-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.

## Helpful Contacts

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 as listed below.

## School Directory

- Carlos H. Rios, Ed. D., Superintendent of Schools 778-4007
- Amy Childress, Chief Financial Officer 778-4005
- Sandra T. Hernandez, Chief Administrative Officer 778-4073
- Jane Villarreal, Chief Academic Officer 778-4045
- Frenchey McCrea, Athletic Director 778-4350
- Jose Faz, District Chief of Police 778-4172
- Carlos Ramirez Montes, Human Resources Director 778-4034
- Jennifer Sutton, Director of Curriculum & Instruction 778-4188
- Liza Pamela Padilla, Student Services Coordinator 778-4170
- Manuel Salinas, Technology Director 778-4016
- Laura Sandate, Director of PEIMS DQ, Compliance and Accountability 778-4076
- Monica Luna Garcia, Director of Special Education 778-4253
- Rachel A. Garcia, Employee Benefits/Support Services Coordinator 778-4100
- Rene Luna, Director of Communication and Public Relations 778-4164
- Roger Gonzalez, Director of CTE 778-4367
- Thomas Cabello, Director of Transportation 778-4222

# LIST OF SCHOOL LOCATIONS AND ADMINISTRATORS

## Elementary Schools:

- Buena Vista Elementary  
100 Echo Valley, 778-4600  
Mr. Jorge Jurado
- Dr. Fermin Calderon Elementary  
1900 Highway 90 East, 778-4620  
Mrs. Santiaga Salas
- Irene Cardwell Elementary  
2003 N. Main 778-4770  
Dr. Alanna Talamantez-Elizondo
- Garfield Elementary  
West Martin, 778-4700  
Mrs. Iris Oca
- Lamar Elementary  
Waters, 778-4730  
Mrs. Cynthia Sahagun
- Roberto “Bobby” Barrera STEM Magnet  
575 Mitchell Blvd. Laughlin AFB, TX 78843, 778-4110  
Mrs. Aurora Guerra
- Dr. Lonnie Green Elementary  
905 Cantu Road, 778-4750  
Ms. Maryvel Flores
- Ceniza Hills Elementary  
401 Pitaya Ln., 778-4770  
Mr. Jesus Soto Jr.
- Ruben Chavira Elementary  
Highway 277 South, 778-4660  
Mrs. Carol Sunderland

## Secondary Schools:

- San Felipe Memorial Middle School - 6<sup>th</sup>  
1207 W. Garza, 778-4560  
Ms. Cheryl Pond
- Del Rio Middle School  
720 East De La Rosa 778-4500  
Ms. Maytte Soliz
- Del Rio Freshman School - 9<sup>th</sup>  
90 Memorial Drive, 778-4400  
Mrs. Rocio Faz
- Del Rio High School - 10<sup>th</sup> - 12<sup>th</sup>  
100 Memorial Drive, 778-4300  
Mrs. Cynthia Salas
- Early College High School  
205 Memorial Dr., 778-4416  
Mr. Carlos Barrera
- Blended Academy  
305 Las Vacas, 778-4680  
Ms. Alda Zuniga
- Career and Technical Education  
201 E 10<sup>th</sup> Street 778-4368  
Mr. Roger Gonzalez
- Student Guidance and Learning Center  
1009 Ave. J, 778-4450  
Mr. Jose Rodriguez

## **EMPLOYMENT**

### **Equal Employment Opportunity**

*Policies DAA, DIA*

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

In accordance with Title IX, the District does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discriminating 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: Sandra Hernandez, Chief Administrative Officer, 315 Griner Street, [Sandrat.hernandez@sfdrcisd.org](mailto:Sandrat.hernandez@sfdrcisd.org), and (830) 778-4073. 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: Monica Luna, Special Education Director, 400 E. 17<sup>th</sup> Street, [monica.luna@sfdrcisd.org](mailto:monica.luna@sfdrcisd.org), and (830) 778-4253.

### **Job Vacancy Announcements**

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the District's website at [www.sfdrcisd.org](http://www.sfdrcisd.org).

### **Employment after Retirement**

*Policy DC*

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

## **Contract and Noncontract Employment**

Policy *DC* series

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

**Probationary Contracts.** Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years, (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Teachers employed before the 1994 school year are employed by continuing contract. Teachers employed after that date are employed by term contracts. Campus principals and central office administrators are employed under multi-year (3 year) term contracts. 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 at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) under Board of Trustees. Any questions regarding contracts should be addressed to the Department of Human Resources.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a Non-Chapter 21 probationary or term contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District unless approved by the Superintendent.

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

## **Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed

their credentials to The Department of Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify The Department of Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Information Systems Coordinator, at 830-778-4055, if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

### *Policy DC*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Director at 830-778-4034, if you have any questions regarding employee verification. Failure to verify employment authorization may result in termination.

## **Searches and Alcohol and Drug Testing**

### *Policy CQ, DHE*

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

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources Director at 830-778-4034.

## **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 district's Athletic Director. All nurses will submit their certification of training to Melissa Padilla-Limon, Health Service Coordinator, Information on Texas Education Agency (TEA) requirements is available at the TEA website at <http://ritter.tea.state.tx.us/taa/health042109.html>.

## **Reassignments and Transfers**

*Policy DK, DK Regulation*

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

An employee with the required qualifications for a position may apply for another campus or department vacancy. If selected for a transfer position, during the school year, the recommendation 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 Department of Human Resources and must be approved by the Superintendent.



## **Workload and Work Schedules**

*Policies DEAB, DK, DL*

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

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

**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 12 for additional information.

Duty hours for all campus instructional personnel shall be from 7:30 a.m. to 4:00 p.m. unless otherwise specified by the principal or supervisor.

## **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 Rachel Garcia, Employee Benefits and Support Service Coordinator, 830-778-4020.

## **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 Rachel Garcia, Employee Benefits and Support Service Coordinator, 830-778-4020, 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 Human Resources Director, at 830-778-4034.

## **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.

## **Performance Evaluation**

*Policy 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, SFDRCID 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 Superintendent's office.

## **Staff Development**

*Policy DMA*

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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 overtime hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 12).

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

Employees should contact the Payroll Department at 830-778-4026 for more information about the District's pay schedules or their own pay.

## Automatic Payroll Deposit

Employees will have their paychecks electronically deposited into a designated account at the financial institution of their choice, if that financial institution provides the service. A notification period of seven (7) days is necessary to activate this service. All employees are paid semi-monthly. An employee's payroll statement can be attained through Skyward Employee Access on the District's website home page at [www.sfdr-cisd.org](http://www.sfdr-cisd.org). The statement will include detailed information on all payroll transactions. Contact the Payroll Department at 830-778-4026 for more information about the automatic payroll deposit service.

## Payroll Deductions *Policy CFEA*

The District is required to make the following automatic payroll deduction:

Automatic payroll deductions:

- Teacher Retirement System of Texas (TRS)
- Federal income tax required for all full-time employees
- 457B Plans for Substitutes
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave. Other voluntary deductions may be made for:

- Approved insurance programs
- Annuities/deferred compensation programs
- Other cafeteria plan options authorized by the Internal Revenue Service
- Teacher Organizations
- Prepaid tuition plans

Local days are allocated at the beginning of the school year, but will be reviewed at year end to verify the amount of days actually worked. If an employee did not work at least 180 days of their contracted days of employment, they will be docked for days not earned at their daily rate.

**Overpayments.** Employees are not entitled to any funds the district overpays. An overpayment occurs when an employee receives compensation more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

## **Overtime Compensation**

Policies *DEAB*, DEC

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. **Only nonexempt hourly employees are entitled to overtime compensation. Nonexempt paraprofessional employees are not entitled to overtime pay; however, are entitled to comp time off.** Overtime and comp time off must be approved by the employee's supervisor in advance. A nonexempt employee who works overtime without prior approval may be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 40 hours. Non-exempt employees that are paid on a salary basis do not earn additional pay unless they work more than 40 hours. For the purpose of FLSA compliance, the workweek for District employees begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday. Use of comp time may be at the employees request with supervisor approval as work load permits, or at the supervisor's direction.

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

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

- Employees can accumulate up to 60 hours of compensatory time.
- Compensatory time must be used in the duty year that it is earned.
- Any overtime hours will be reviewed each pay period.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- Actual time worked must be recorded. An employee is responsible for notifying their supervisor through electronic mail if they need to adjust their timesheet for any reason. Falsification of records regarding time worked, including overtime, will be considered good cause for immediate termination.
- Each workweek during a pay period stands alone in computing compensatory entitlements.
- Workweeks cannot be consolidated or averaged to determine compensatory time during a pay period.

- Overtime pay requires the advanced approval of the employee's supervisor and the Superintendent.
- Compensatory time cannot be waived by voluntary agreement between the employee and the employee's supervisor.

## **Travel Expense Reimbursement**

### *Policy DEE*

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

## **Health, Dental and Life Insurance** *Policy CRD*

Group health insurance coverage is available to all eligible employees. An eligible employee is defined as working 20 hours or more per week. The District's contribution to its employee's health care plan is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled Employee Benefits Guide found in District website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) using the following links:

- Human Resources
- Employee Benefits

The health insurance plan year is from January 1<sup>st</sup> through December 31<sup>st</sup>. New employees must complete enrollment forms within the first 31 days of employment. Current employees can make changes in their health care plan coverage during the open enrollment period which is usually held in the month of October. Changes to health plan coverage can also be made when a qualifying event occurs, such as, birth of a child, divorce, loss of other health coverage, etc. **However, the change must be made within 31 days of the date of the qualifying event.** Employees should contact the Employee Benefits/Support Services Coordinator at (830) 778- 4100.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs, as available. Premiums can be paid by payroll deduction. Employees should contact the Employee Benefits/Support Services Coordinator at 830-778- 4100 for more information.

## **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment,

cancer and critical illness, dental, and vision care. 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. Premiums carried under Section 125 cannot be dropped except during the employee benefits open enrollment 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. The District has workers' compensation coverage from AmTrust Financial Services.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work related accidents or injuries should be reported immediately to their supervisor and must complete the First Report of Injury Form located on the district's website. 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, page 26 for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. **Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service.** Employees with questions about unemployment benefits should contact the Employee Benefits/Support Services Coordinator at 830-778-4100 or the Texas Workforce Commission at 800-558-8321.

## **Teacher Retirement**

### *Policy DEC*

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)). See page 4 for information on restrictions of employment of retirees in Texas public schools.

([www.trs.texas.gov](http://www.trs.texas.gov)).

**Reimbursement for Leave upon Retirement:** The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.

A full-time employee who retires from the District shall be eligible for reimbursement for local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or non-renewed.
2. The employee is eligible for monthly retirement benefits from the Teacher Retirement system of Texas (TRS).

The employee shall be reimbursed for each day of unused local leave, to a maximum of 60 days at the rate established by the Board at the time of retirement.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

In the event of an employee's death, who would otherwise have been eligible for reimbursement for leave upon retirement, such reimbursement shall be paid to the estate of the deceased employee.

## **LEAVES AND ABSENCES**

*Policies DEC, DECA, DECB, DED*

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 contact the Employee Benefits/Support Services Coordinator at (830) 778-4100 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:

1. Nonduty and paid vacation days, if applicable. [See DED(LOCAL)]



2. Local leave
3. State sick leave accumulated before the 1995-96 school year.
4. State personal leave.
5. Personal Illness

If an employee has exhausted all of their available leave as indicated above, and the employee is in need of additional leave, then daily dock leave may be granted for up to five consecutive days.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five (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. Paid leave must be used in ½ day or full day increments. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 2 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

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.

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

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

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

**Medical Certification.** Any employee who is absent more than five (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 leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

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

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

## **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.

There are two types of personal leave: nondiscretionary and discretionary.

- **Nondiscretionary:** Leave taken for personal or family illness, family emergency, a death in the family, or active military service, birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement is considered nondiscretionary. Reasons for this type of leave allow very little if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.
- **Discretionary:** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary

personal leave must submit the initial request to his or her principal or supervisor 30 days in advance of the anticipated absence then submit the request to the Employee Benefits Department for Superintendent approval. 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. Discretionary use of state personal leave shall not exceed five consecutive workdays. Discretionary use of local personal leave shall not exceed five consecutive workdays except in extenuating circumstances as determined by the Superintendent or Superintendent's designee. An employee's daily rate will be docked after all leave is exhausted. In addition, the employee will be responsible for paying the district's contribution towards their health insurance premium.

**Limitations: Discretionary** leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of semester or end-of-year exams, days scheduled for state-mandated assessments, professional or staff development days, or the last contract day, except in extenuating circumstances as determined by the Superintendent or designee.

Discretionary leave shall not be allowed on the following days during regular days of instruction (ex: August-May):

1. The day before or after a District holiday;
2. Days scheduled for end-of-semester or end-of-year exams, or state-mandated assessments;
3. Professional or staff development days (ex: RTI Planning Days);
4. The employee's last contract day, or when such leave would result in accumulation of work hours beyond the minimum number of assignment hours associated with an employee's position.

The Superintendent or designee (employee's principal or assigned supervisor) will approve the use of discretionary leave during non-allowed days described above for special or difficult events such as a wedding, graduation, military training, retirement, or funeral, when these events directly involve an employee's relative by consanguinity or affinity. For all other reasons, discretionary leave will not be granted to an employee choosing to be absent from work during the non-allowable days. An employee will be docked pay if he/she takes an unauthorized discretionary leave during a non- allowable workday.

**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.

## **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

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

**Local Leave**

All employees shall earn local leave days, in accordance with Administrative regulations and the following:

1. Local leave shall accumulate without limit.
2. Local leave shall be used according to the terms and conditions of state personal leave. (See STATE PERSONAL LEAVE, above)

**EMPLOYEE LEAVE DAYS**

<b>Position</b>	<b>Contract Length</b>	<b>Local Leave</b>
All Employees	10 month	5 days
	11 month	6 days
	12 month	7 days

**Use and recording:** Local sick leave, if any, shall be used before or after state sick leave accumulated prior to the 1995-1996 school year and under the terms and conditions applicable to such state sick leave, except as otherwise provided by this policy.

Local sick leave may also be used for first-year care following the birth or adoption of an employee’s son or daughter or the placement of a child with the employee for foster care.

Earned compensatory time shall be used before any available paid state and local leave. Policy DEAB

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Nonduty and paid vacation days, if applicable. [See DED(LOCAL)]
2. Local leave
3. State sick leave accumulated before the 1995-96 school year.
4. State personal leave.
5. Personal Illness

If an employee has exhausted all of their available leave as indicated above, and the employee is in need of additional leave, then daily dock leave may be granted for up to five consecutive days.

**Leave Transfer Program:** A full-time employee may transfer fully paid local leave days to another employee who suffers from a catastrophic illness or injury and has exhausted all paid leave and vacation days. A request for transfer of days must be submitted in writing to the governing committee on a District form.

## **Non-Duty Days**

### **Policy *DED (REGULATION)***

Professional and para-professional employees normally requiring 12 months of service shall be awarded Days Off (classified as nonduty). Days Off are days which remain after holidays and scheduled duty days have been satisfied. The number of awarded non-duty days varies year-to-year depending on the work calendar, and is not considered paid leave.

Due to their 12-month contract, professional and para-professional employees shall use their earned non-duty days by the last day of the employee's annual work schedule. The employee has the option to carry over any unused non-duty days for one calendar year.

Non-Duty Days may be taken at any time of the year provided these days are approved by the employee's supervisor in advance, and is taken at a time when it will least interfere with the performance of the employee's duties.

## **Vacation Days**

### **Policy *DED (REGULATION)***

Full-time hourly-waged employees (classified as auxiliary employees) in positions normally requiring 11 or 12 months of service shall be eligible for paid vacations under the following conditions:

1. Five (5) days' paid vacation time for the above employees shall be granted after the completion of 12 months of continuous service in the District, and shall be awarded on the first anniversary date of their employment.
2. Ten (10) days paid vacation time for the above employees shall be granted after the completion of 24 months of continuous service to the District, and shall be awarded on the second anniversary of their employment.
3. Ten (10) days paid vacation time shall be granted upon the completion of 36 months of continuous service in the District and each year thereafter. Paid vacation shall be awarded annually on September 1.
4. Due to their contract, auxiliary employees shall use their earned vacation days by August 31st in the year in which it was awarded. Vacation days may be taken at any time of the year provided these days are approved by the employee's supervisor in advance when it will least interfere with the performance of the employee's duties.
5. Part-time employees are not eligible for vacation leave.

## **Family and Medical Leave Act (FMLA)—General Provisions**

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

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

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

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

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

### **Am I eligible to take FMLA leave?**

You are an **eligible employee** if *all* of the following apply:

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

Airline flight crew employees have different “hours of service” requirements.

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

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

### **How do I request FMLA leave?**

Generally, **to request FMLA leave you *must*:**

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

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

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

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

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

### **What does my employer need to do?**

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

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

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

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

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

**Where can I find more information?**

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

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



**Catastrophic, Illness or Injury:** A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

**Limitations to Leave Transfers:** Effective September 1, 2016, the total number of days transferred must not lower the contributing employee’s total accumulation of local leave below ten days. An eligible employee may receive no more than 30 local leave days per school year.

**Local Procedures for Implementing Family and Medical Leave Provisions**

*Policy DEC(LOCAL)*

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from the state’s fiscal year September 1 through August 31.

**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 leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

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

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

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the District will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA (LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the District may require the employee to reimburse the District's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the District, the District may not require the employee to reimburse the District's share of premiums paid.

**District Contact.** Employees that require FML or have questions should contact the Employee Benefits/Support Services Department at (830) 778-4020 for details on eligibility, requirements, and limitations.

## **Temporary Disability Leave**

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a

request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

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

## **Workers' Compensation Benefits**

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

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

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability. An incident involving an assault is a work-related injury and should be immediately reported to the Employee Benefits Support Services Coordinator at (830)778-4100.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits.

Upon investigation the District may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be adjusted if accrued paid leave is not available.

## **Jury Duty**

*Policies DEC, DG*

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

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

## **Compliance with a Subpoena**

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

Absences for court appearances related to an employee's personal business shall be deducted from the employee's leave or, at the option of the employee, shall be taken as leave without pay.

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

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

**Reemployment after Military Leave:** Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Employee Benefits Support Services Coordinator at (830)778-4100. In most cases, the length of federal military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law. The full text of the notice as published by the U.S. Department of Labor (DOL):

[http://www.dol.gov/vets/programs/userra/userra\\_private.pdf](http://www.dol.gov/vets/programs/userra/userra_private.pdf)

**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 Employee Benefits/Support Services Coordinator at 830-778-4100 for details on eligibility, requirements, and limitations.

## **Mental Health Leave for Peace Officers and Licensed Telecommunicators**

*Policy DEC (LOCAL)*

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

## **Quarantine Leave for Peace Officers**

A District peace officer shall be granted leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a

communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

## **Leave for Police Officers for Illness or Injury**

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

## **Line of Duty Illness or Injury Leave of Absence**

Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with law, the police officer may use accumulated leave.

## **Payment for Accumulated Leave Upon Separation**

*Policy DED (LOCAL)*

## **Vacation Days**

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability
3. Request and approval processes
4. Accumulation and carryover limits
5. Treatment of vacation days upon separation from service

## **Holidays**

Eligible employees in positions normally requiring 12 months of service annually and auxiliary wage employees in positions requiring less than 12 months of service shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

[See DEAB for overtime pay provisions.]

## **EMPLOYEE RELATIONS AND COMMUNICATIONS**

### **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include Teacher of the Week, Teacher of the Year and Teacher Appreciation Celebration.

### **District Communications**

Throughout the school year, the SFDRCIDSD Communications Department in collaboration with the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

## **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 that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the District's parent/child and employee complaint forms can be requested from the Superintendent's office or can be obtained on-line at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) using the following links:

- [Board of Trustees](#)
- [Board Policy Manual](#)

## **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 procedures and policies.
- 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 50 for additional information.

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

## **Texas Educators' Code of Ethics**

### **Purpose and Scope**

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

### **Enforceable Standards**

#### **I. Professional Ethical Conduct, Practices, and Performance**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **II. Ethical Conduct toward Professional Colleagues**

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



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

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

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

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

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

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

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

### **III. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

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

- (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 up to and including termination.

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. A complaint against the superintendent may be made directly to the board. 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 located in *DIA* local in the on-line board policy manual at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) using the following links:

- Board of Trustees
- Board Policy Manual

## **Harassment of Students**

*Policies DF, DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the District's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment or abuse of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 34 and *Bullying*, page 53 for additional information. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Chief Administrative Officer at 830-778-4073. Refer to DHB (Legal), FFH (LOCAL) and FFH (Regulation) by accessing the on-line board policy at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) using the following links:

- Board of Trustees
- Board Policy Manual

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the 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/Default.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 taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Sexual Abuse and Maltreatment of Children**

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at Exhibit FFG. 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 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 described above in *Reporting Suspected Child Abuse*. Refer to [Exhibit FFG](#) by accessing the on-line board policy at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) using the following links:

- Board of Trustees
- Board Policy Manual

## **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 Technology Director at 830-778-4012.

All district employees are required to sign the Employee Agreement for Acceptable Use of Electronic Communication System (AUP). Signed agreements are to be kept on electronic files at the Human Resources 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, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the District'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 Regulation*

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC] 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 his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor 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 p.m. and 6 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 any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain 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 the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

*Policy DH, DHB, DHC*

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

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

Moral turpitude includes, but is not limited to, 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 educator's 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*

SFDR CISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use can be located in the on-line board policy manual at [www.sfdr-cisd.org](http://www.sfdr-cisd.org).

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with *Policy DH (LOCAL)*.

[This notice complies with the requirements of the Federal Drug-Free Workplace Act (41 U.S.C. 702).]

## **Tobacco Products and E-Cigarette Use**

### *Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

The District prohibits the use of electronic cigarettes or any other electronic vaporizing device on District property at all times. *Policy GKA (LOCAL)*

## **Fraud and Financial Impropriety**

### *Policy CAA*

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

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

## **Conflict of Interest**

### *Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

Employees are expected to comply with the provisions of federal copyright law 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.

## **Charitable Contributions**

### *Policy DG*

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

## **Association 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.

## **Safety and Security**

*Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 46 for additional information.

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

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

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion. Employees with questions or concerns relating to safety programs and issues may contact the Operations Director at 830-778-4012.

Employees are expected to keep their classrooms locked at all times. All employees must ensure that doors are not left ajar or propped. During the instructional day, classroom keys must be kept with the employee at all times. Badges must be displayed and visible by all staff. If an employee loses their badge or key, it must be reported to their supervisor. The supervisor will contact the Technology Department at 778-4357 for a new badge and/or submit a work order to the Maintenance Department for a key replacement. A fee of \$5.00 will be required for a replacement.

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisor or call the SFDRCS Chief of Police immediately at 830-778-4172.

## **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's main 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 Operations Director 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 at each district facility and are posted in an obvious location and manner. 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.

## **Dress and Grooming**

*Policy DH (LOCAL)*

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. *DH (REGULATION)*

## **GENERAL PROCEDURES**

### **Bad Weather Closing or 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 website and notify the following radio stations: KDLK, KTDR, KTJK, KWMC, Local Access Channel 1301, San Antonio News Programs and social media outlets. The notice will also be posted on the District Web site at [www.sfdr-cisd.org](http://www.sfdr-cisd.org).

## **Emergencies**

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for all types of 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. All employees are expected to participate and comply with the emergency drill procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of those devices and procedures for their use.

## **Purchasing Procedures**

*Policy CH, CDC (Regulation)*

All requests for purchases must be submitted on a purchase requisition utilizing the Skyward finance system software. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District’s business office. Contact your supervisor for additional information on purchasing procedures.

## **Web-Based Solicitations (Crowdfunding)**

An employee may solicit web-based donations (“crowdfunding”) of money or items on behalf of the District for use by the employee in fulfilling his or her duties within the scope of employment or for the District’s use in accordance with law and the following procedures.

The District approved websites for crowdfunding are DonorsChoose.org and Amazon.com-Classroom Wish List. The District reserves the right to review the content of a web-based campaign created by an employee to ensure that the campaign goals and content are in line with the District’s policies and educational program.

## **Name and Address Changes**

It is important that employment records be kept up to date.

Employees must log-on to Employee Access and make any changes or corrections in personal information, such as contact telephone number and home address.

Please refer to the on-line Employee Access using the following links at [www.sfdr-cisd.org](http://www.sfdr-cisd.org):

- Employee



- Skyward Employee Access
- Employee Information
- Personal Information
- Under Demographics select:
  - Employee Information or Address
  - Request Changes
  - Save; Changes are now pending approval by Human Resources Information Systems Coordinator

Employees needing to make other changes such as marital status, or emergency contact, please contact the Human Resources Department at 830-778-4014.

Changes to the TRS plan beneficiary need to be made by contacting TRS at 1-800-223-8778.

## **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
- Personal e-mail address

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 Department 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.

## **Facility Use**

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The principal is responsible for scheduling the use of facilities after school hours.

Contact the Operations Director at 830-778-4012 to request to use school facilities and to obtain information on the fees charged.

## **Facility Renovations and Improvements**

*Policy CS (LEGAL)*

In accordance with policy, renovations associated with repair or replacement of architectural interior or exterior finishes, fixtures, equipment, and electrical, plumbing, and mechanical systems shall comply with applicable building codes under section 61.1036(f). 19 TAC 61.1036(a)(10). All plans and specifications for construction or for the substantial renovation or modification of a building or part of a building must be approved by the SFDRCID Facility & Operations Committee. Campus personnel are prohibited from renovating or painting interior or exterior walls to classrooms and/or campus facility without the express approval from the Superintendent.

## **TERMINATION OF EMPLOYMENT**

### **Resignations**

*Policy DFE, DHB*

**Contract Employees:** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Department of Human Resources for the approval of the Superintendent. Contract employees may resign at any other time only with the approval of the Superintendent or the board of trustees. Resignation without the consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 52. 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 position at any time. A written notice of resignation should be submitted to the Department of Human Resources at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but 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 of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

### **Dismissal or Non-Renewable of Contract Employees**

*Policies DF Series, DHB*

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 non-renewed at the end of the contract term. Contract employees dismissed during

the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The 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 Reports to Texas Education Agency on page 52. 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 timelines and procedures can be found in the DF series policies that are provided to employees or are available Online at our district Web site at [www.sfdcr-cisd.org](http://www.sfdcr-cisd.org).

## **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 29.*)

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

## **STUDENT ISSUES**

### **Equal Educational Opportunities**

Policies *FB, FFH*

In an effort to promote nondiscrimination and as required by law, The SFDRCSISD 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) vocational 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 Administrative Officer at 830-778-4073.

### **Student Records**

Policy *FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

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

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

### **Parent and Student Complaints**

Policy *FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on

different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Administering Medication to Students**

*Policy FFAC, FFAF*

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

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

*Policy FFAC*

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

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. 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 Director of PEIMS Data Quality, Compliance and Accountability, 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 principal. The District's policy includes definitions and procedures for reporting and investigating bullying of students and can be found in the on-line policy manual located on the District website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org).

## **Hazing**

*Policy FNCC*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

## **Student Suicide Prevention Policy**

### **Purpose**

San Felipe-Del Rio Consolidated Independent School District ("SFDR CISD") recognizes that physical, mental, behavioral, and emotional health are each important components of a student's educational outcomes. SFDR CISD further acknowledges that the Texas Youth Behavior and Risk Survey ("YBRS") indicates a 10-year trend of rising rates of suicide attempts, sadness and hopelessness among Texas youth. The purpose of this policy is to protect the health and well-

being of all students by establishing procedures to prevent, assess the risk of, intervene in, and respond to suicide.

In accordance with Section 153.1013 of Title 19 of the Texas Administrative Code, SFDRICISD provides suicide prevention training to educators as required by Section 21.451(d) of the Texas Education Code. While SFDRICISD is not legally required to develop practices and procedures concerning student suicide prevention, the Board of Trustees has determined that this policy is in the best interest of students and is in furtherance of SFDRICISD's goal to provide an environment that fosters positive student development.

This policy is intended to be paired with other policies supporting the mental, behavioral, and emotional health of students. As part of that intention, this policy is meant to be applied in accordance with SFDRICISD's Child Find obligations under federal law.

## Definitions

- a. "At risk": A student who is defined as high risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide, including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain.
- b. "Crisis team": A multidisciplinary team of primarily administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response, and recovery. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.
- c. "Mental health": A state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.
- d. "Parent": The term parent includes a guardian or other person standing in parental relation.
- e. "Postvention": A crisis intervention strategy implemented after a suicide death in the school community designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope, address the social stigma associated with suicide, and disseminate factual information.
- f. "Risk assessment": An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (*e.g.*, school psychologist, school counselor, or school social worker). This assessment is designed to elicit information



regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

- g. “Risk factors for suicide”: Characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment. Warning signs may include declining academic performance, depression, anxiety, isolation, unexplained changes in sleep or eating habits, and destructive behavior toward self and others.
- h. “Self-harm”: Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. It can be categorized as either non-suicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.
- i. “Suicide”: Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.
- j. “Suicide attempt”: A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.
- k. “Suicidal behavior”: Suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.
- l. “Suicide contagion”: The process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.
- m. “Suicidal ideation”: Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.

## **Scope**

This policy applies to actions that take place on school property during the school day, at school-sponsored events, and on school buses or vehicles. This policy applies to the entire school community, including educators, staff, students, parents/guardians, and volunteers. This policy will also cover appropriate school responses to suicidal or high-risk behaviors that take place outside of the school environment of which school personnel become aware.

## **Prevention**

### Policy Implementation

The Superintendent shall designate a district-wide suicide prevention coordinator. The suicide prevention coordinator will be responsible for planning and coordinating SFDRCSISD's implementation of this policy.

Each school principal shall designate a campus-level suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

Each campus-level suicide prevention coordinator shall assemble a crisis team for their school in accordance with definition provided above.

### Staff Professional Development

All SFDRCSISD staff will receive suicide prevention training using an approved best practice-based program in accordance with Section 153.1013 of Title 19 of the Texas Administrative Code and Section 21.451(d) of the Texas Education Code.

### Youth Suicide Prevention Programming

Developmentally-appropriate, student-centered education materials will be integrated into the SFDRCSISD curriculum. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, and 3) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. Schools may also provide supplemental small-group suicide prevention programming for students.

### Publication and Distribution

This policy will be distributed annually and included in all student and employee handbooks and on the school website.

## Assessment and Referral

When a student is identified by a staff person as potentially suicidal, *i.e.*, verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school counselor within the same school day to assess risk and facilitate outside care, as appropriate.

For youth at risk:

1. School staff will continuously supervise the student to ensure their safety.
2. The principal and campus suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The school counselor or principal will contact the student's parent, as described in the Parental Notification and Involvement section, and will assist the family with obtaining outside care, as appropriate. If the parent(s) need assistance setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider, the school counselor or principal shall obtain written permission to discuss the student's health with outside care and provide the family with assistance as appropriate.

SFDRICISD employees may not use a medical screening of the student as part of the process of identifying whether the student may be in need of suicide prevention intervention without the prior consent of the student's parent(s). Neither a SFDRICISD counselor nor any other employee may recommend the use of medication or suggest any particular diagnosis for a student.

If the school counselor or principal reasonably believes, in their professional capacity, that the student is at a substantial risk for suicide and the parent(s) do not respond with assurance that they will address the risk, the school counselor or principal may contact local emergency services as appropriate and consider the need for a report under Chapter 261 of the Texas Family Code. If the school counselor or principal takes such action under this paragraph, they shall document the factual bases that supported their reasonable belief in the student file.

If the school counselor or principal reasonably believes, in their professional capacity, that contacting the parent(s) and/or releasing the student to his or her parent(s) would create a substantial risk of suicide, the school counselor or principal may contact local emergency services as appropriate and initiate a report under Chapter 261 of the Texas Family Code prior to contacting the parent(s). If the school counselor or principal takes such action under this paragraph, they shall document the factual bases that supported their reasonable belief in the student file.

### Outside Counselors

While SFDRICISD employees may provide resources regarding outside care to parents, SFDRICISD employees may not refer a student to an outside counselor for care or treatment of an emotional or psychological condition unless SFDRICISD:

- a. Obtains prior written consent for the referral from the student's parent;
- b. Discloses to the student's parent any relationship between SFDRCSID and the outside counselor;
- c. Informs the student and the student's parent of any alternative public or private source of care or treatment reasonably available in the area;
- d. Requires the approval of appropriate SFDRCSID personnel before a student may be referred for care or treatment or before a referral is suggested as being warranted; and
- e. Specifically prohibits any disclosure of a student record that violates state or federal law.

## **In-School Suicide Attempts**

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

- a. First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.
- b. School staff will supervise the student to ensure his or her safety.
- c. Staff will move all other students out of the immediate area as soon as possible.
- d. Staff will immediately notify the principal or school suicide prevention coordinator regarding in-school suicide attempts.
- e. A school counselor or principal will contact the student's parent, as described in the Parental Notification and Involvement section.
- f. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

## **Re-Entry Procedure**

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school counselor, the principal, or designee will meet with the student's

parent(s), and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

- a. A school counselor will be identified to coordinate with the student, their parent(s), and any outside mental health care providers.
- b. A designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concern.

## Out-of-School Suicide Attempts

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

- a. Call the police and/or emergency medical services, such as 911.
- b. Inform the student's parent or guardian.
- c. Inform the campus suicide prevention coordinator and principal.

If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

## Parental Notification and Involvement

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent(s) will be informed as soon as practicable by the principal, designee, or school counselor. If the student has exhibited any kind of suicidal behavior, the parent(s) should be counseled on "means restriction," limiting the child's access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their child, as appropriate.

Through discussion with the student, the principal or school counselor will assess whether there is further risk of harm due to parent notification. If the principal or counselor believes, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented. If the school counselor or principal delays contact to the parent under this paragraph, they shall document the factual bases that supported their reasonable belief in the student file.

If the principal or school counselor reasonably believe, in their professional capacity, that contacting the parent(s) and/or releasing the student to his or her parent(s) would create a substantial risk of suicide, the principal or school counselor may contact local emergency services as appropriate and initiate a report under Chapter 261 of the Texas Family Code prior to contacting the parent(s). If the school counselor or principal delays contact to the parent under this paragraph, they shall document the factual bases that supported their reasonable belief in the student file.

## Postvention

- a. **Development and Implementation of an Action Plan.** The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

- i. **Verify the death.** Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
- ii. **Assess the situation.** The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.
- iii. **Share information.** Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies should be avoided. The crisis team may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.
- iv. **Avoid suicide contagion.** It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.
- v. **Initiate support services.** Students identified as being more likely to be affected by the death will be assessed by a school counselor to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

- vi. **Develop memorial plans.** The school should not create on-campus physical memorials (*e.g.*, photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral. Any school-based memorials (*e.g.*, small gatherings) will include a focus on how to prevent future suicides and prevention resources available.
- b. **External Communication.** The Principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:
  - vii. Keep the District suicide prevention coordinator and Superintendent informed of school actions relating to the death.
  - viii. Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.
  - ix. Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

## **CRISIS LINES**

### **National Suicide Prevention Lifeline**

1-800-273-8255

A free, confidential, 24-hour hotline, to anyone in suicidal crisis or emotional distress. An Online confidential chat is also available at [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

800-273-TALK (8255)

TTY: 800-799-799-4TTY (4889), then press 1

Nacional de Prevención del Suicidio (888) 628-9454

<https://suicidepreventionlifeline.org/>

### **Crisis Text Line**

A free, 24/7 text line for people in crisis.

Text **741741** to connect to a counselor.

<http://www.crisistextline.org/>

**The Trevor Lifeline**

The only nationwide, around-the- clock crisis intervention and suicide prevention lifeline for lesbian, gay, bisexual, transgender, and questioning young people, 13- 24, available at 1.866.488.7386.

**Trevor Chat**

A free, confidential, secure instant messaging service that provides live help to lesbian, gay, bisexual, transgender, and questioning young people, 13-24, through <http://www.TheTrevorProject.org>

**SUPPLEMENTAL DISTRICT INFORMATION**

Additional district information is located on the District website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) to include, but not limited to:

- Job postings; On-line application
- Employee handbook; Service records request form
- T-TESS Information

Note: The Department of Human Resources continually updates the employment link with informational items and revisions as needed that will benefit all employees.



# Appendix

## **ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM**

### **SFDRICISD POLICY CQ (LEGAL) PEIMS**

The District shall participate in the Public Education Information Management System (PEIMS) and through that system shall provide information required for the administration of the Foundation School Program and of other appropriate provisions of the Education Code. The PEIMS data standards, established by the Commissioner of Education, shall be used by the District to submit information. Education Code 42.006; 19 TAC 61.1025

### **CHILDREN'S INTERNET PROTECTION ACT**

Under the Children's Internet Protection Act (CIPA), the District must, as a prerequisite to receiving universal service discount rates, implement certain Internet safety measures and submit certification to the Federal Communications Commission (FCC). 47 U.S.C. 254 [See UNIVERSAL SERVICE DISCOUNTS, below, for details]

Districts that do not receive universal service discounts but do receive certain federal funding under the Elementary and Secondary Education Act (ESEA) must, as a prerequisite to receiving these funds, implement certain Internet safety measures and submit certification to the Department of Education (DOE). 20 U.S.C. 7001 [See ESEA FUNDING, below, for details]

### **DEFINITIONS**

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

47 U.S.C. 254(h)(7)(G); 20 U.S.C.6777(e)(6) "Technology protection measure" means a specific technology that blocks or filters Internet access. 47 U.S.C. 254(h)(7)

### **UNIVERSAL SERVICE DISCOUNTS**

An elementary or secondary school having computers with Internet access may not receive universal service discount rates unless the District implements an Internet safety policy, submits certifications to the FCC, and ensures the use of computers with Internet access in accordance with the certifications. 47 U.S.C. 254(h)(5)(A), (1); 47 CFR 54.520

"Universal service" means telecommunications services including Internet access, Internet services, and internal connection services and **SFDRICISD POLICY CQ (LOCAL)**

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, computers, the Internet, and other computer resources 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. Imposes no tangible cost on the District;
2. Does not unduly burden the District's 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**

When possible and available and in accordance with the District's administrative regulations, members of the District community may use the District's Electronic Communications Systems, computers, the Internet, other computer resources and software for education or District-related activities, as long as the use:

1. Does not hamper the primary mission of technology for students and staff; and
2. Imposes no measurable cost on the District; and
3. Does not unduly burden the District's computer or network resources.

The equipment, software, and network resources provided through the District are and remain the property of the District. Users of District equipment shall comply with all policies, procedures, and guidelines of the District and access may be denied to any student, employee, or community member who fails to comply with those policies, procedures, and guidelines.

## **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.

Access to District's Electronic Communications System, computers, the Internet, and other computer resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all policies and administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with these policies, regulations, and guidelines. Noncompliance 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.

## **PERSONAL SOFTWARE**

Personal software may not be loaded on District computers.

## **REQUESTING LIMITED OR NO CONTACT WITH A STUDENT THROUGH ELECTRONIC MEDIA**

Teachers and other approved employees are permitted by the District to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework and test. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

## **DISTRICT SOFTWARE**

All software used in District computers must be legally licensed. Proper documentation must be maintained.

## **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 computer 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's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fi de research or other lawful purpose.

## **MONITORED USE**

Electronic mail transmissions and other use of the Electronic Communications System by students and employees shall not be considered private. The District reserves the right to monitor access to and use of e-mail, the Internet, or other network or computer-related activity, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to requests for public records, or disclose messages, data, or files to law enforcement authorities. Monitoring shall occur at any time to ensure

appropriate use and it shall be restricted to individuals specifically designated by the Superintendent.

### **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 in the scope of a person's employment even when the author is no longer an employee of the District.

### **ELECTRONIC COPYRIGHT LAW**

The electronic transmission, distribution, or use of copyrighted materials through the District's Electronic Communications System beyond Fair Use without required citation or written permission by the author is prohibited.

### **DISCLAIMER OF LIABILITY**

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' 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.

This presentation of your District's policy is a representation of TASB's record of the District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]

### **SFDRCISD ADMINISTRATIVE REGULATION FOR ELECTRONIC COMMUNICATION AND DATA MANAGEMENT**

The Superintendent or designee will oversee the District's Electronic Communications System.

The Electronic Communications System is defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, online class activities and any other technology designated for use by the District for users.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical and safe use of this resource.

### **CONSENT REQUIREMENTS**

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system. No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from

the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ (EXHIBIT E)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT F) and policies at FL]

## **FILTERING**

The Superintendent will appoint an Internet Safety committee, to be co- chaired by the Assistant Superintendent and the Technology Director, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school District.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

## **REQUESTS TO DISABLE FILTER**

The Internet Safety committee will approve and disapprove requests from users who wish to use a blocked site for bona fi de research or other lawful purposes. Appeals shall be made to the Superintendent or designee.

## **SYSTEM ACCESS**

Access to the District's Electronic Communications System will be governed as follows:

1. Students in all grades will be granted access to the District system, as appropriate.
2. District employees will be granted access to the District's system as appropriate and with the approval of the immediate supervisor.
3. A teacher with any class account(s) will be ultimately responsible for use of that account.
4. The District will require that all passwords be changed every 120 days with a strong recommendation for every 90 days. Refer to Administrative Regulation TEC-02 for additional password requirements.
5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
6. All users will be required to sign or electronically acknowledge a user agreement annually for issuance or renewal of an account.

## **TECHNOLOGY SUPERVISION RESPONSIBILITIES**

The Superintendent or designees will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.

2. Ensure that all users of the District's system annually complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office and/or online if acknowledgment of receipt was made online.
3. Ensure that employees supervise Internet activity of students who use the District's Electronic Communications System.
4. Ensure that employees provide training to students who use the District's system on the appropriate and safe use of this resource.
5. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
6. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student on-line safety and proper use of the Electronic Communications System.
7. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Internet Safety committee co-chairs.
8. Be authorized to establish and enforce a retention schedule for messages on the District e-mail system.
9. Be authorized to establish and enforce a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
10. Set and enforce limits for data storage within the District's system, as needed.

### **INDIVIDUAL USER RESPONSIBILITIES**

The following standards will apply to all users of the District's Electronic Communications Systems:

#### **CONDUCT ON THE SYSTEM:**

1. The individual in whose name a system account is issued will be responsible at all times for its proper use. Passwords and other information related to system and network access are restricted to that individual and must never be shared with anyone else.
2. System users may not use another person's system account without written permission from a supervising administrator and approved by the Technology Director, or designee.
3. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
4. System users may not disable, bypass, or attempt to disable or bypass a filtering device on the District's Electronic Communications System.
5. Communications may not be encrypted so as to avoid security review or monitoring by system administrators.
6. System users may not gain unauthorized access to resources or information.
7. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

8. Students may not distribute personal information about themselves or others by means of the Electronic Communications System; this includes, but is not limited to, personal addresses, telephone numbers, or unauthorized pictures.
9. Students should never make appointments to meet people whom they meet on-line and if they receive such requests, students must immediately report it to a teacher or an administrator.
10. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders or loading data from unprotected computers.
12. System users may not send, forward, or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not send, forward, or post chain e-mail. Users may not send, forward, or post any messages that are for personal port use.
14. System users may not auto-forward District-related e-mail to his or her personal non-District e-mail account. Likewise, non-District related e-mail may not be auto-forwarded to the District e-mail system. When outside of the District, users may access their District-related e-mail through the District provided webmail system.
15. System users may not waste District Electronic Communication System resources (e.g. e-mail spamming, distribution of videos or photos, listening to web radio, etc.).
16. System users may not make non-District long-distance phone calls without the approval of their supervisor.
17. System users may not send text messages from a District-provided cell phone for non-District purposes.
18. System users must manage electronic mail in accordance with e-mail regulations and established retention guidelines.
19. System users should be mindful that use of school-related electronic mail addresses and fax transmissions might cause some recipients or other readers of that communication to assume they represent the District or school, whether or not that was the user's intention.
20. District-wide e-mail broadcasts must be approved by the Technology Director.
21. Campus/site-wide e-mail broadcasts must be approved by the campus Principal/Site Administrator.
22. System users may not disconnect or move District computer workstation(s) without first obtaining approval from their campus administrator/department chair/Director. If the District computer workstation(s) require a reconnect to the network and/or configuring, then Technology Services must be contacted. At no time shall users reconfigure District equipment.



23. System users may not connect non-District purchased technology equipment to the Electronic Communications System. Personal laptops are permitted for use by all staff and students at specified campuses. These personal laptops should only be connected to the District's public wireless network called SFDRCISD Wi-Fi.
24. Only District evaluated and approved technology may be purchased and used on the Electronic Communications System. Refer to Administrative Regulation TEC-04 for additional requirements.
25. In order to maintain confidentiality of data when using District online applications, users must logout of the application and close the Internet browser of the computer they are using when done.
26. In order to maintain confidentiality of data when using any District applications, in or out of the District, users must take extra precautions to restrict disclosure, access, or viewing of data from people who do not have a need to know (e.g. employees, family, and friends).
27. All users with personal wireless laptops must use the District provided wireless which is filtered according to the Children's Internet Protection Act (CIPA) requirements. Users are not to use non-District wireless service providers while on District property.
28. Personal wireless laptops are not to be plugged into the wired network. They are only authorized for wireless connectivity.

### **VANDALISM PROHIBITED**

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading, downloading, or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

### **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic mail messages and/or signatures is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

### **INFORMATION CONTENT I THIRD-PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other Electronic Communications Systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

### **PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS**

Limited to educational and District related activities only, participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees.

### **DISTRICT WEBSITE**

The District will maintain a District Website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Website must be directed to the designated Webmaster. The Technology Director in collaboration with Technology Services will establish guidelines for the development and format of Web pages controlled by the District. Campus web pages will be linked to the District website by the District Webmaster.

No personally identifiable information regarding a student will be published on a Website controlled by the District without written permission from the student's parent.

No commercial advertising will be permitted on a Website controlled by the District.

### **SCHOOL OR CLASS WEB PAGES**

Schools or classes may publish Web pages that present information about the school or class activities to the District web server upon approval from the campus principal or designee (campus webmaster). The campus principal will designate the staff member responsible for managing the campus' web page. Teachers will be responsible for compliance with the District's Acceptable Use policies and the Web Publishing Guidelines in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

### **STUDENT WEB PAGES**

With the approval of the campus principal or designee, students may submit individual Web pages linked to a campus Web page. All material presented on a student's Web page must be related to the student's educational activities and be in compliance with the District's Acceptable Use policies and Web Publishing Guidelines. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District." Any links from a student's Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

## **EXTRA-CURRICULAR ORGANIZATION WEB PAGES**

With the approval of the campus principal, campus extracurricular organizations may submit Web pages linked to a campus Web site. All material presented on the Web page must relate specifically to organization activities and include only staff or student-produced material. The web page must be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines. The sponsor of the organization will be responsible for compliance with District web development and maintenance rules. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District." Any links from the Web page of an extracurricular organization to sites outside the District's computer system must receive approval from the campus principal.

## **PERSONAL WEB PAGES**

District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

## **ELECTRONIC COMMUNICATIONS ETIQUETTE**

System users are expected to observe the following etiquette when using the District's Electronic Communications System (e-mail, online communication applications, etc.):

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is inappropriate and prohibited.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
7. If a chain letter or an e-mail forward is received, do not continue to forward the message through the District's e-mail system.
8. E-mails containing any discussion or exchange of information about a student's or employee's performance or behavior should not be forwarded to anyone (e.g. parents, other district staff, non-district staff) without the permission of the originator.
9. Avoid sending e-mail to colleagues or parents that contain personally identifiable information about students or colleagues. An employee shall not reveal confidential information concerning students or colleagues unless disclosure serves lawful professional purposes or is required by law.
10. District wireless equipment should only be connected to an authorized wireless access point (e.g. District, home, hotel) rather an unauthorized access point (e.g. neighbor's access point).

## **TERMINATION I REVOCATION OF SYSTEM USER ACCOUNT**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District supervisor receives/issues notice of revocation of system privileges, or on a future date if so specified in the notice.

## **DISCLAIMER**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system 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 they system will be interrupted 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 Communications System.

## **COMPLIANTS REGARDING COPYRIGHT COMPLIANCE**

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name: Manuel A. Salinas  
Position: Technology Director  
Address: 900 W. Cantu Road  
Telephone: (830) 778-4016  
E-mail: manuel.salinas@sfdrcisd.org

## **TRANSFER OF EQUIPMENT TO STUDENTS**

The following rules will apply to all campuses and departments regarding transfer of computer equipment to students under provisions of law cited at CQ (LEGAL):

1. Proposed projects to distribute computer equipment to students must be submitted to the Technology Director for initial approval.
2. A student is eligible to receive computer equipment under these rules only if the student does not otherwise have home access to computer equipment, as determined by the principal and counselor.
3. In transferring computer equipment to students, the principal will give preference to educationally disadvantaged students.
4. Before transferring computer equipment to a student, the campus technology coordinator and principal must have clearly outlined:
  - a. A process to determine eligibility of students;

- b. An application process that identifies the responsibility of the student regarding home placement, use and ownership of the equipment;
- c. A process to distribute and initially train students in the setup and care of the equipment;
- d. A process to provide ongoing technical assistance for students using the equipment;
- e. A process to determine ongoing student use of the equipment;
- f. A process to determine any impact on student achievement the use of this equipment may provide; and
- g. A process for retrieval of the equipment from a student, as necessary.

## **EMPLOYEE AGREEMENT FOR ACCEPTABLE USE**

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

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

## **RULES FOR APPROPRIATE USE**

- The account is to be used only for educational and administrative purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

## **INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- 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 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; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

\_I understand that my computer use is not private and that the District will monitor my activity on the computer system.

\_I have read the District’s electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District’s electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including without limitation, the type of damages identified in the District’s policy and administrative regulations.

## District Policies (Legal and Local)

District policies may be accessed at: <https://pol.tasb.org/Home/Index/1180>

Employees should be familiar with the policies listed.

## Policy Code Topic

	<b>District Goals &amp; Planning</b>
AE	Educational philosophy
BQ series	District-level and campus-level planning
	<b>Instruction &amp; Students</b>
EF series	Instructional resources and materials
EHBAF	Video/audio monitoring in special education settings
EIA	Grading standards and reporting
EIE	Retention and promotion
FB series	Protection of students from unlawful discrimination
FE series	Student attendance
FFA series	Providing medical treatment and medication to students, excluding students with communicable diseases, care plans for students at risk for anaphylaxis
FFG	Mandated reporting of child abuse and neglect
FFH	Freedom from discrimination, harassment and retaliation
FFI	Freedom from bullying
FL	Safeguarding privacy of students

FNA	Student expression
FNAA	Distribution of non-school literature
FNAB	Use of school facilities for non-school purposes
FO series	Student discipline
GRA	Interaction of police and child protective services with students on campus
	<b>Personnel</b>
CAA	Financial ethics
CB	Conflicts of interest
CDC	Gifts and solicitations
CK series	Safety programs and risk management
CO	Meal charges
CQ	District computers, electronic communications, and technology resources
CRD	Health and life insurance
CY	Intellectual property and copyright
DA series	Equal employment opportunity, genetic nondiscrimination, criteria for personnel decisions
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC series	Employment practices: probationary, term, other contracts; at-will employment
DEA series	Salaries, wages, incentives, stipends
DEC series	Leaves and absences, family and medical leave and military leave
DF series	Termination of employment, return to probationary contract, hearings, resignation
DG	Employee rights and privileges
DGBA	Employee complaints and grievances
DH series	Employee standards of conduct, reports to State Board of Educator Certification, searches and alcohol/drug testing,
DI	Employee welfare
DIA	Freedom from discrimination, harassment and retaliation
DK	Assignment and schedules
DMD	Professional meetings and visitations
DN series	Performance appraisal
GBA series	Public information
GBBA	News media relations and communications during a crisis
GKA	Community relations and conduct on school premises
GKD series	Non-school use of school facilities and distribution of non-school literature
	<i>If a series is indicated, review all policy code identifiers that begin with the two or three letters shown</i>

All school district policies can be referenced on-line at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) under:

- Board of Trustees
- Board Policy Manual

Benefit	Eligible Employee	Amount	Paid By
Medicare	All employees hired after March 1989, including Substitutes and Temporary Employees	1.45 of gross wages	District Employee
Workers' Compensation	All employees, including Substitutes and Temporary Employees	0.34% of gross wages	District
	Professional/Para-Professional	0.08% of gross wages	
	Clerical/Office	2.18 % of gross wages	
	Police Officers	2.18% of gross wages	District
	Drivers All other hourly	2.18% of gross wages	District
Unemployment Compensation	All employees, including Substitutes and Temporary Employees	0.087 %of gross wages	District
Health Insurance	All employees are offered insurance Regularly scheduled employees working 20 hours or more per week receive the district benefit payment.	\$640.02 per month	District
		Dependent coverage rates vary according to plan selected	Employee
Life Insurance	All employees working at least 20 hours per week - \$10,000 life insurance	\$18.00 per year	District
Life Insurance	All employees working at least 20 hours per week, who have elected the Alternate Plan - \$15,000 life insurance	\$27.12 per year	District
State Personal Leave	All employees	1/2 work day for each 18 days of employment @ daily rate of pay (days accumulate with a maximum 5 days per year)	District
Local Leave	All employees	1/2 work day for each 18 days of employment @ daily rate of pay (days accumulate with a maximum 5 days for 10 month employees, 6 day for 11 month employees and 7 days for 12 month employees per year)	District
Paid Vacation	12- month hourly employees only	5 days on first anniversary, 10 days on second anniversary and 10 days thereafter the start of new contract year.	District
Non Duty Days	220-226 Employees Para-professionals/Professionals	Days off vary; subject to approved District Calendar	
Retirement Sick Leave Pay	Exiting full time regular employees who are eligible for full retirement benefits with TRS	Full pay at the current daily rate for 1/2 of the local leave days earned accumulated leave days up to a maximum of 60 days	District
Family and Medical Leave (FMLA)	Employees working 12 consecutive months and at least 1,250 hours in that 12-month period	12 work week per year or job protection (unpaid leave) without loss of any employment benefit accrued prior to the leave beginning of leave	District
Temporary Disability Leave	Require educator certification by the State Board of Educator Certification or by the district	Days, unpaid leave for personal illness or disability (Employee responsible for paying for benefits)	Unpaid
Catastrophic Sick Leave Transfer	Such conditions typically require prolonged hospitalization or recovery. See DEC (LOCAL)	Up to 30 days per school calendar year	District/Employee
Complete Medicine - Diabetes Program	Employees working 20 hours or more per week & who have been diagnosed with diabetes.	\$300.00 per hour	District
Cancer Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Disability Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Dental Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Vision Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Permanent Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Term Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Group Term Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Accident Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Critical illness plan	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Flexible Spending Account	Employees working 20 hours or more per week	Determined by employee	Employee
403(b) Tax Deferred Annuity	Employees working 20 hours or more per week	Determined by employee	Employee
457 Deferred Compensation	Substitutes	7.5% of gross pay	Employee