

# **San Marcos Consolidated Independent School District**

## **2024–2025 Employee Handbook**

If you have difficulty accessing the information in this document because of a disability, please email [Andrew.Fernandez@smcisd.net](mailto:Andrew.Fernandez@smcisd.net) .



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# Employee Handbook Receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the San Marcos CISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

<https://www.smcisd.net/site/handlers/filedownload.ashx?moduleinstanceid=8789&dataid=21934&FileName=Employee%20Handbook-SMCISD%202020.pdf>

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Stephanie Munoz, Chief Human Resources Officer, at the SMCISD Human Resources Office 512-393-6750.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <http://pol.tasb.org/Home/Index/618>.

You and your efforts to make SMCISD a great place for students are appreciated.

Strike As One!

# District Information

## Description of the District

San Marcos CISD covers approximately 210 square miles in Hays, Guadalupe, and Caldwell counties. The district has one high school, one academic alternative high school, two middle schools, seven elementary schools, one pre-kindergarten school and a behavior alternative center. SMCISD owns more than 200 acres of land and 649,403 square feet of buildings. An average of 5000 students is transported to and from school each day. Educational opportunities continue to grow for San Marcos CISD students. The district strives to provide its students with the skills they will need to be successful in the 21<sup>st</sup> century.

## Mission Statement, Goals, and Objectives

*Policy AE*

San Marcos CISD, in partnership with parents & the community, will provide a quality education to all students, empowering them to pursue productive and fulfilling lives.

**CORE COMMITMENTS**

Student Performance	Academic Rigor	Culture	Achievement Gaps	Community
SMCISD is committed to all students performing at or above grade level	SMCISD is committed to establishing a rigorous academic culture where all students graduate college and career ready	SMCISD is committed to creating a culture of high expectations for performance and professionalism	SMCISD is committed to elimination of achievement gaps within student populations	SMCISD is committed to meaningful, reciprocal partnerships and opportunities which serve students, families, and the San Marcos community

## **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 in May and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Anne Halsey - President
- Clementine Cantu - Vice President
- Margie T. Villalpando - Secretary
- Brian Shanks- Trustee
- Miguel Arredondo- Trustee
- Jessica Cain- Trustee
- Sandra Sepulveda Lopez- Trustee

The board usually meets the third Monday of each month at San Marcos High School, Classroom 11. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Central Administration Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a 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.

# Board Meeting Schedule

## School Board Meeting Calendar 2024-2025

MONTH	DATE	DAY	TIME	Meeting Type
<b>2024</b>				
August	5	Monday	6:00 PM	Special Board Meeting
	19	Monday	6:00 PM	Regular School Board Meeting
September	3	Tuesday	6:00 PM	Special Board Meeting
	16	Monday	6:00 PM	Regular School Board Meeting
October	7	Monday	6:00 PM	Special Board Meeting
	21	Monday	6:00 PM	Regular School Board Meeting
November	4	Monday	6:00 PM	Special Board Meeting
	18	Monday	6:00 PM	Regular School Board Meeting
December	2	Monday	6:00 PM	Special Board Meeting
	16	Monday	6:00 PM	Regular School Board Meeting
<b>2025</b>				
January	6	Monday	6:00 PM	Special Board Meeting
	21	Tuesday	6:00 PM	Regular School Board Meeting
February	3	Monday	6:00 PM	Special Board Meeting
	18	Tuesday	6:00 PM	Regular School Board Meeting
March	3	Monday	6:00 PM	Special Board Meeting
	17	Monday	6:00 PM	Regular School Board Meeting
April	7	Monday	6:00 PM	Special Board Meeting
	21	Monday	6:00 PM	Regular School Board Meeting
May	5	Monday	6:00 PM	Special Board Meeting
	19	Monday	6:00 PM	Regular School Board Meeting
June	2	Monday	6:00 PM	Special Board Meeting
	16	Monday	6:00 PM	Regular School Board Meeting
August	4	Monday	6:00 PM	Special Board Meeting
	18	Monday	6:00 PM	Regular School Board Meeting

### Administration

**Dr. Michael Cardona**, Superintendent of Schools

**Stephanie Munoz**, Chief Human Resources Officer

**Terrence M. Sanders**, Deputy Superintendent of Academics & Leadership

**Denise Gonzalez-Garcia**, Chief Financial Officer

**Andrew Fernandez**, Chief of Communications

**Bernie Sandoval III**, Chief of Operations

## School Calendar

<https://www.smcisd.net/Page/4375>

## 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.

Superintendent	512-393-6700
Office of Academics	512-393-6715
Business and Support Services	512-393-6703
Payroll Monthly	512-393-6705
Payroll Biweekly	512-393-6708
Technology	512-393-6905
Human Resources	512-393-6702
Special Populations	512-393-6933
Transportation	512-393-6506
Maintenance	512-393-6501
Child Nutrition	512-393-6940
Purchasing	512-393-6503
Public Information Officer	512-393-6768

## School Directory

San Marcos High School 512-393-6800  
Miller Middle School 512-393-6660  
Goodnight Middle School 512-393-6550

Travis Elementary 512-393-6450  
Rodriguez Elementary 512-757-8490  
Mendez Elementary 512-393-6060  
Hernandez Elementary 512-393-6100  
De Zavala Elementary 512-393-6250  
Crockett Elementary 512-393-6400  
Bowie Elementary 512-393-6200  
Bonham Pre-Kindergarten 512-393-6031  
Lamar/Rebound 512-393-6982  
Fine Arts 512-393-6700  
Athletics 512-393-6838

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, San Marcos 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 required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Claudia A. Peterson, Executive Director of Human Resources, 631 Mill St. San Marcos TX 78666, [claudia.peterson@smcisd.net](mailto:claudia.peterson@smcisd.net), 512-393-6763*. 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: *Claudia A. Peterson, Executive Director of Human Resources, 631 Mill St. San Marcos TX 78666, [claudia.peterson@smcisd.net](mailto:claudia.peterson@smcisd.net) 512-393-6763*.

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

## Job Vacancy Announcements

*Policy DC*

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

## Employment after Retirement

### *Policy DC*

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

## Contract and Noncontract Employment

### *Policies DC series*

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

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

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

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

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

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

## **Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Office, [hr@smcisd.net](mailto:hr@smcisd.net) in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Stephanie Munoz, Chief Human Resources Officer, [stephanie.munoz@smcisd.net](mailto:stephanie.munoz@smcisd.net) 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 Claudia A. Peterson, Executive Director of Human Resources, [claudia.peterson@smcisd.net](mailto:claudia.peterson@smcisd.net) 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 Claudia A. Peterson, Executive Director of Human Resources, [claudia.peterson@smcisd.net](mailto:claudia.peterson@smcisd.net) if you have any questions regarding reverification of employment authorization.

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

*Policy CQ, DHE*

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

**Employees Required to Have a Commercial Driver's License.** Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements 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 Anthony Shields, Director of Transportation, at 512-393-6510.

## **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 campus principal by the first day of instruction of the current school year.**

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

## **Reassignments and Transfers**

*Policy DK*

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

An employee with the required qualifications for a position may request a transfer to another campus or department. All internal applicants will be considered along with other applicants. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor and the superintendent/designee.

## **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. Professional employees will observe the normal workday schedule for each campus/department and additionally will have responsibilities which extend beyond the normal workday such as staff meetings, horizontal/vertical teams, special events, duty assignments, etc. Extended hours may occur several times per week.

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

### **Teacher Work Schedule (start and end times)**

- Pre-K & Elementary: 7:20 a.m. – 3:50 p.m.
- Middle Schools: 7:50 a.m. – 4:20 p.m.
- High School: 8:10 a.m. – 4:40 p.m.
- Lamar Campus (Rebound): 7:45 a.m. – 4:15 p.m.
- Lamar Campus (Phoenix): 8:00 a.m. – 4:30 p.m.

**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.

## **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 Claudia A. Peterson, Executive Director of Human Resources, 512-393-6763.

## **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 Melissa Patton, HR Benefits & Leave Specialist 512-393-6796 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 contact the Human Resources Office, [hr@smcisd.net](mailto:hr@smcisd.net).

## **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, San Marcos CISD 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 Central Administration 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 noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

# Compensation and Benefits

## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 18)

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.

Salary for professional personnel is based on the degree and the number of years of CREDITABLE experience.

1. The experience must have been in a school accredited by the state in which it is located.
2. The teacher must have been certified for the assignment.
3. Employment must have been full-time for at least the number of days listed below in order to receive a year's credit:

Years prior to and including 1976-77	90 days
1977-78 through 1997-98	85 days
Beginning 1998-99	90 days

(For the purpose of teacher retirement, 90 days or a full semester or half-time for a full year will get credit for a full year.)

Until SMCISD has received an employee's official/original service record(s) with validation of creditable experience, the employee's salary will be based on the number of years' service which are verified only. Adjustments in salary will be made retroactive if and when additional creditable years are verified provided it is in the same school year in which the employee was hired. Retroactive pay will not be given for any school year prior to the year in which credible experience is verified. It is the employee's responsibility to furnish the personnel office with appropriate documentation of creditable experience.

Employees should contact Jennifer Pena, Human Resources Operations Supervisor, [jennifer.pena@smcisd.net](mailto:jennifer.pena@smcisd.net) for more information about the district's pay schedules or their own pay.

## **Paychecks**

All professional and salaried employees are paid monthly. Auxiliary employees are paid semi-monthly. San Marcos CISD uses direct deposit to distribute payroll. Employees are responsible for ensuring the Payroll Department has a current direct deposit authorization on file. Exceptions to the direct deposit requirement must be approved in advance.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. This information can be found on-line via Employee Access. Employees should review payroll information each pay period and report any error or direct any question or concern to the payroll office immediately. A review of the first pay period each year is especially important. Errors noted in pay will be corrected in the next pay cycle.

The schedule of pay dates for the 2024 - 2025 school year follows:

### **2024-2025 MONTHLY PAYDATES**

September 25, 2024	March 25, 2025
October 25, 2024	April 25, 2025
November 22, 2024	May 23, 2025
December 20, 2024	June 25, 2025
January 24, 2025	July 24, 2025
February 25, 2025	August 22, 2025

### **2024-2025 SEMI-MONTHLY PAYDATES**

September 13, 2024	March 7, 2025
September 27, 2024	March 28, 2025
October 15, 2024	April 15, 2025
October 30, 2024	April 30, 2025
November 15, 2024	May 15, 2025
November 22, 2024	May 30, 2025
December 13, 2024	June 12, 2025
December 30, 2024	June 26, 2025
January 15, 2025	July 15, 2025
January 30, 2025	July 30, 2025
February 14, 2025	August 15, 2025
February 28, 2025	August 29, 2025

### **2024-2025 RESIDENTS PAYDATES**

September 13, 2024	February 14, 2025
October 15, 2024	March 7, 2025
November 15, 2024	April 15, 2025
December 13, 2024	May 15, 2025
January 15, 2025	June 12, 2025

## **Automatic Payroll Deposit**

Employees will have their paychecks electronically deposited into an account at their bank or credit union. The payroll office must be notified by the fifteenth of the month in order to activate this service by the end of the following month. Contact the payroll office for more information about the automatic payroll deposit service.

## **Payroll Deductions**

*Policy CFEA*

The district is required to make the following automatic payroll deductions:

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

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

## **Overtime Compensation**

*Policies DEAB, DEC*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

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

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

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

- Employees can accumulate up to 24 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **Travel Expense Reimbursement**

### *Policy DEE*

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

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

### *Policy CRD*

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Melissa Patton, Human Resources Benefits & Leave Specialist, [melissa.patton@smcisd.net](mailto:melissa.patton@smcisd.net) for more information.

## Benefit Resources

The Employee Assistance Program (EAP) provides support, guidance and resources to you and your family. EAP is available through Alliance Work Partners (AWP) thus it is a service at no cost to you. EAP includes WorkLife Services and provides confidential assistance. You can phone: 800-343-3822 and/or visit [awpnow.com](http://awpnow.com) for more information.

## Supplemental Insurance Benefits

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, life, disability, GAP insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact Melissa Patton, Human Resources Benefits & Leave Specialist, [melissa.patton@smcisd.net](mailto:melissa.patton@smcisd.net) for more information.

## Cafeteria Plan Benefits (Section 125)

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

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period. **The enrollment period for all insurance is August.**

## 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 TASB effective July 1 (annually).

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

All work-related accidents or injuries should be reported immediately to the employee's principal/supervisor. A "First Report of Injury" form must be completed at the site level. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 39 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 Claudia A. Peterson, Executive Director of Human Resources, [claudia.peterson@smcisd.net](mailto:claudia.peterson@smcisd.net)

## **Teacher Retirement**

*Policy DEG*

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 The Human Resources department at [HR@smcisd.net](mailto:HR@smcisd.net) as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)). See page 13 for information on restrictions of employment of retirees in Texas public schools.

## **Other Benefit Programs**

Children of non-resident District employees may attend District schools (K-12 and space available only) tuition free.

# Leaves and Absences

*Policies DEC, DECA, DECB*

## General Absence Procedures

Employees are expected to be at their assigned areas, ready to begin work, at the beginning of the work day.

- Employees must call their supervisors as soon as possible any time they are going to miss work or arrive later than their regularly scheduled time.
- In cases of sick leave, supervisor may request a medical certification form or doctor's note regarding the absence; it may also be requested in cases of chronic absenteeism or tardiness.
- Employees may be subject to disciplinary action, which could include termination, for excessive absences and/or tardiness.

## Campus/Department Absence Management

As the primary approvers of leave, campus or department administrators are responsible for appropriate approval, documentation, and disciplinary action regarding chronic absenteeism or tardiness. Within district policy, campus/department administrators have autonomy for granting leave approval, in that no black-out calendar days are issued district-wide. With this campus-level autonomy comes a responsibility to manage concerns that arise beginning at a campus level.

The district offers employees paid and unpaid leaves of absence in times of personal need. Employees must use all earned leave for all absences prior to going into an unpaid (dock) pay status. 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 (5) days should call Melissa Patton at 512-393-6796 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district. If an employee is absent more than three (3) consecutive workdays because of personal illness or illness in the immediate family; a supervisor may request an employee submit medical certification.**

**Use of Leave:** Leave must be used in half-day increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Sick Leave accumulated before the 1995-96 school year

- State Personal Leave

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

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, 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 FMLA leave for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

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

information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

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

Local leave may be used either before or after State leave, at the employee's option and under the terms and conditions applicable by Board policy. (The employee's choice of which leave is to be used may not be changed after the decision is recorded at the campus/department level.) Employees shall be charged leave as used even if a substitute is not employed during the employee's absence. Leave shall be recorded in whole workdays and half workdays only, except when coordinated with workers' compensation benefits as provided in Board Policy.

## Personal Leave

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

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

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

- Discretionary leave may not be taken on the following key days:

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 STAAR and other high stakes tests, or professional or staff development days.

- Discretionary leave is limited to no more than **3 consecutive school days**

**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

A local sick leave program consisting of five days per year is provided for every employee who is employed a minimum of 20 hours per week by the district. Local leave is available for use at the beginning of the school year. Each employee may use local leave for sick leave purposes only. Local sick leave days may be accumulated. Sick leave days may be used for the following:

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

Local leave is earned at a rate of half a workday for each 18 workdays of employment, up to the maximum of five workdays per year.

Local leave days accumulated from prior years may be used for sick leave only and may not be donated. An employee who resigns from employment with the district and has been employed for a minimum of 25 consecutive years shall be reimbursed for all unused accumulated local leave days not to exceed 30 days at a rate equal to the established substitute rate. An employee may not have a break in employment to be eligible. Accumulated state leave shall not be reimbursed.

## **Vacation**

Policy DED

Full-time employees whose work calendar is 226, 240, and 257 will receive vacation days each fiscal year. 226 calendars will receive five (5) vacation days, and 240 and 257 calendars will receive ten (10) vacation days.

Vacation days shall be available at the beginning of each fiscal year, July 1st for 226 and 240, and September 1st for 257. Vacation days shall not accrue. Vacation days must be used in the duty year they are received. Upon any voluntary separation from employment, the District shall not reimburse the employee for any unused vacation days.

## **Catastrophic Leave Bank**

- I. Purpose San Marcos CISD has instituted the Catastrophic Leave Bank (CLB) to help alleviate the hardship caused to an employee and the employee's immediate family in the event that a catastrophic illness or injury forces the employee to exhaust all available leave time and then lose compensation. The program is designed to help relieve employee anxiety about the possibility of experiencing a sudden loss of income, while being confronted by severe illness or injury. The sick leave bank is a collective deposit of 1 local leave day received from enrolling employees and subsequent contributions from members. All days deposited in the bank become the property of the sick leave bank and are no longer available for use by the individual employee as accrued leave.
- II. Who is Eligible
  - A. All (full and/or part-time) regular employees are eligible to become members of the sick leave bank. For purposes of the bank, regular employee is defined as an employee who are required to work more than four and one-half months each fiscal year (TRS Eligible). Days donated and used by part-time employees will be prorated according to their regular work schedules.
  - B. Membership in the CLB shall be completely voluntary.

- III. How to Join
  - A. Number of days required
    - 1. Membership requires a donation of (1) local leave day upon initial enrollment.
  - B. Personnel who join the bank within the enrollment period shall be eligible for membership beginning with the first official day of work.
  - C. Enrollment Period
    - 1. The enrollment period for current employees is during September of each year.
    - 2. For employees hired after that date and for employees who are on approved leave during the enrollment period, the enrollment period shall be the first 15 days from the first official day of work and the first day the employee resumes duties, respectively.
    - 3. Employees who do not join the CLB during the applicable enrollment period are ineligible to join until the next open enrollment period.
  - D. Paperwork
    - 1. Eligible employees interested in joining the CLB must complete the Enrollment/Cancellation Form and submit it to the Human Resources Department by the end of the applicable enrollment period.
  - E. Deduction of Days
    - 1. The days contributed to become a member of the CLB shall be deducted from the member's local annual leave entitlement balance.
    - 2. Each year employees are required to submit a CLB form and either enroll or decline membership.
  - F. Managing the CLB Balance
    - 1. Days donated to the CLB are available for use by any member. Members may not stipulate who is to receive their contribution.
    - 2. Days remaining in the CLB at the end of the year will be carried over to the following year.
    - 3. In the event the available days in the CLB fall to a critically low number, the CLB administrator shall have the authority to request a voluntary donation of one local day.
    - 4. If a current member does not donate additional days, the member's ability to use the CLB will not be affected.
    - 5. If a member decides to cancel his or her membership in the bank, all days contributed will be forfeited. If, at a later date, an individual wishes to rejoin the bank, he or she may do so during the enrollment period by donating the required number of days.
    - 6. Membership in the sick leave bank ceases on the effective date of an employee's termination. An individual who is rehired is eligible to rejoin the bank by donating the required number of days.

- IV. Which Illness and Injuries are Eligible
1. Leave days from the CLB are available only in the event of catastrophic illness or injury. Pregnancy and routine illnesses, elective surgeries and injuries in general are not covered by the CLB.
  2. Treatment of the catastrophic injury or illness must be under the supervision of a licensed physician or doctor of osteopathy who certifies the level of disability vs. Total disability, which includes the physician's recommended period of convalescence and/or rehabilitation.
  3. Medical personnel may determine if an illness/injury qualifies as catastrophic.
  4. An employee who has a pre-existing condition for which treatment has been received within 90 days of joining the bank shall not be allowed to use days for the condition until 90 days membership in the bank. Treatment shall mean any period of hospitalization, doctor's treatment, surgery, diagnosed procedure, or prescription.
  5. Recertification of a medical condition is required every 15 days or when a request for additional sick leave bank days is made.
- V. Whose Illness or Injury Qualifies
- Days may be requested from the CLB for a catastrophic illness or injury of:
- a. The member.
  - b. Certain persons in relationship to the member:
    1. Spouse
    2. Son, step-son, daughter, step-daughter
    3. Child for whom the member is legal guardian.
    4. Parents, siblings if the member is the primary caregiver, and can be evidenced by any or all of the following: live with the primary caregiver, power of attorney, power of medical attorney.
- VI. How to Request CLB Leave Days
- A. Required paperwork
1. Members must meet all criteria set out below.
  2. Request for use of the CLB shall be made on the Request for Catastrophic Leave Form, available from the Human Resources Department. The completed form must be submitted to the HR Benefits Specialist.
  3. Before the member's request CLB days can be considered, the patient's physician must complete an official Attending Physician's Statement confirming the cause of the illness or injury and submit it to the SMCISD Human Resources Department. If the employee is the person with the injury/illness, the Attending Physician's Statement must also certify the existence of a disability to perform assigned duties and the anticipated date the member will be able to return to work. The form must be personally signed by the physician. The CLB will not honor any physician's

statement unless it is on the official form provided by the CLB or district medical certification form.

4. Each separate request for sick leave days from the CLB, including applications for renewals, must include a new Attending Physician's Statement.

A. Miscellaneous

1. Leave days from the CLB will be available for use only after the member has exhausted all accumulated state and local leave days, non-duty days and any accumulated compensatory time. Members who receive vacation days must also exhaust all of those days.
2. CLB days should be requested in advance when it can be anticipated that CLB days will be needed. This will help avoid temporary loss of wages. A Request for Catastrophic Leave can be submitted as early as ten days in advance of the exhaustion of all accrued paid entitlement (state and local leave, compensatory, vacation, as applicable).
3. A CLB member may also request CLB days on a reimbursement basis. All requests for reimbursement shall be made no later than 30 days after a member returns to work.
4. In case an illness or injury prevents the member from personally applying for CLB days, the application may be submitted by the member's authorized agent or member of the family on member's behalf.
5. The CLB Committee may refuse to consider a request for catastrophic leave that does not conform to the requirements.

VII. How CLB Days will be granted

A. Review Procedures

1. Requests will be considered by the CLB Committee on a first-come, first-serve basis.
2. A member's Request for Catastrophic Leave shall be reviewed by the CLB Committee.
3. The CLB Committee may require a second medical review at the expense of the member. This second physician will be chosen by the District. This second physician's report shall be sent directly to the CLB Committee before it may be acted upon.
4. The CLB Committee shall normally have 10 working days from the date a request containing all required information is received, to approve all or part of a request or deny the request, and to notify the member.

B. Limitations

1. CLB days shall be granted only for absences from working days and will not be granted for holidays, vacation days, or other such days for which the member is not paid.

2. If the member has a disability plan, the number of catastrophic leave days granted and the resulting payment will be coordinated with that benefit.
  3. If due to Worker's Compensation injury the member cannot request catastrophic leave.
  4. In no case will granting of leave from the CLB cause a member to receive more than his/her expected salary.
  5. While being paid from the CLB, members cannot earn credit toward the 90 days needed for a year of experience or the 90 days for Teacher Retirement.
- C. Amount of Leave
1. The amount of leave granted for each catastrophic illness of injury will be determined by the CLB Committee. Leave shall be granted in no more than 15 day increments. After the initial request, intermittent leave will be reviewed and determined by the committee. The cumulative amount of leave granted to any one member in any one school year will not exceed 30 days or 1/3 the balance in the CLB, whichever is less. Also, the number of days granted in any one school year may not cause the member to exceed the remaining number of duty days for which the CLB member is scheduled to work in the school year, according to the District calendar for his/her position. A "day" granted to a member shall be equivalent to the number of hours in that member's typical day. CLB leave for dependents shall not exceed 15 days per year.
  2. If Member meets CLB criteria they may add up to 3 days of Bereavement leave.
- D. Unused Leave Days
1. If a CLB member does not use all of the days granted from the CLB, the unused days will be returned to the bank.
- E. Payment for CLB days
1. CLB days transferred to an employee's leave balance will be used and recorded in the same manner as the standard hours accrued monthly by the member, and a member absent on CLB leave will be treated for all purposes as if absent on accrued leave.
  2. If approval is granted prior to the payroll cutoff date, payment for CLB days will be on the current payroll check. Otherwise, the District will include the payment in the next regular payroll check.
  3. The cost of a substitute will not be charged against days used from the CLB pool.

#### VIII. Appealing a CLB Decision

1. The member may appeal the decision of the CLB Committee within 10 days of receipt of notification of the decision. The member need only write a letter to the Superintendent or designee specifying the basis of the appeal.
2. The appeal, all original documentation and any subsequent medical information or supporting documentation supplied by the member shall be forwarded to the Superintendent or designee through the Human Resources Department.

3. The Superintendent or designee shall review the CLB Committee’s decision. In some cases, a second medical review may also take place.
  4. The decision rendered by the Superintendent or designee will be noted on the appeal form and forwarded through the CLB Committee to the member. Normally the decision will be reached and communicated within 10 working days. Members may appeal the decision of the Superintendent or designee through the District’s Complaint Procedure – DGBA (Local) up to Level III – SMCISD Board of Trustees.
- IX. Canceling/Losing Membership - A member will lose the right to utilize the benefits of the CLB only by:
1. Termination or suspension of employment in the District
  2. Change of position that results in loss of TRS eligibility. If a member’s change in position occurs after the member has contributed the required day for a given year, the member remains eligible to use the CLB. However, the amount of leave that may be granted to such a member will be computed using the member’s current typical day.
  3. Being on approved leave other than disability leave
  4. A history of abuse or misuse of the CLB privileges
  5. Cancellation of participation by the member at any time. To cancel membership the employee must complete the appropriate section of the Enrollment/Cancellation Forms, available in the Human Resources Office and submit during open enrollment, which is the month of September.

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

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

### **What is FMLA leave?**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](https://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.**



## Local Procedures for Implementing Family and Medical Leave Provisions

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

**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 Melisa Patton, HR Benefits & Leave Specialist at 512-393-6796 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, Melissa Patton, HR Benefits & Leave Specialist should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

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

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

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An

incident involving an assault is a work-related injury and should be immediately reported to Nanci Suarez, Executive Assistant to the CFO at 512-393-6703.

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

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

## **Bereavement Leave**

Employees are granted two (2) paid bereavement leave days per fiscal year for a death in the immediate family, as defined in Policy DEC (LOCAL). Bereavement leave does not accumulate. Such leave will be taken with no loss of pay or other paid leave as long as verification is provided. The procedures for bereavement leave will be processed similarly to a jury summons. Employees will enter the time off using the Bereavement Leave code in the system and be approved by the immediate supervisor. Verification of obituary or documentation will be required and must be sent to the payroll department. If no verification is received, the time off will revert to other leave.

## **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. Employees can submit the documentation to Elly Esquivel, Payroll Supervisor at [elly.esquivel@smcisd.net](mailto:elly.esquivel@smcisd.net)

## **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. Absences for court appearances, including witness subpoena, related to an employee's personal business shall be deducted from the employee's state leave or, at the option of the employee, shall be taken as leave without pay. Employees may be required to submit documentation of their need for leave for court appearances.

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

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

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Melissa Patton, HR Benefits & Leave Specialist at [melissa.patton@smcisd.net](mailto:melissa.patton@smcisd.net). In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Melissa Patton, HR Benefits & Leave Specialist at [melissa.patton@smcisd.net](mailto:melissa.patton@smcisd.net) for details on eligibility, requirements, and limitations.

# **Employee Relations and Communications**

## **Employee Recognition and Appreciation**

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

## **District Communications**

Throughout the school year, the Communications 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. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. Should an employee have an issue with his or her a direct supervisor the employee must contact Human Resources for assistance.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows: <http://pol.tasb.org/Home/Index/618>

# Employee Conduct and Welfare

## Standards of Conduct

### *Policy DH*

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 67 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**

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

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

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

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

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

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or 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.

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

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

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

### **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

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

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

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Discrimination, Harassment, and Retaliation**

### *Policies DH, DIA*

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

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

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, Claudia A. Peterson, Title IX coordinator/Executive Director of Human Resources, or the superintendent.

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

<http://pol.tasb.org/Home/Index/618>.

## **Harassment of Students**

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

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

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

Cole-Ochoa, Director of Student Services and Family Engagement, [darren.colechoa@smcisd.net](mailto:darren.colechoa@smcisd.net) the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 49 and *Bullying*, page 79 for additional information.

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

<http://pol.tasb.org/Home/Index/618>

## **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 the district's web site. 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*.

## **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 Greg Hubenak Executive Director of Technology at 512-393-6905. A copy of the Acceptable Internet Use Agreement is included in the appendix.

## **Personal Use of Electronic Communications**

### *Policy CQ, DH*

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]

- Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

## **Electronic Communications between Employees, Students, and Parents**

### *Policy DH*

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

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

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee’s communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages,

instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall 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; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district email address.
- 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 7 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 to the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

*Policy DH*

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud

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

If an educator is arrested or criminally charged, the superintendent is also required to report the 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*

San Marcos 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 follows:

<http://pol.tasb.org/Home/Index/618>

## **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.

## **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.

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Charitable Contributions**

### *Policy DG*

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

## **Safety and Security**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 63 for additional information.

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Director of Safety at 393-6703.

## **Possession of Firearms and Weapons**

### *Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school

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

## **Visitors in the Workplace**

### *Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Prominent notices shall be posted at each campus that all visitors must first report to the campus administrative office. This shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, salespersons, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

The children of employees must follow above requirements when they are visitors in the workplace. Children of employees may not accompany employees to work during normal work hours.

## **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 maintenance 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 Carmen Hernandez 512-393-6505 or [carmen.hernandez@smcisd.net](mailto:carmen.hernandez@smcisd.net). 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 on the bulletin board in the main office of the facility. 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.

## **Other Topics**

### **Career Ladder Status**

Leaving a job as classroom teacher with the district and moving to a position which is not classified as that of a teacher will result in the loss of career ladder status (advancement one step on the teacher salary scale). If the teacher returns to the classroom at a later date, the career ladder status will not be reinstated.

# General Procedures

## Emergency School Closing

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

KASE	100.7 FM	Austin TV Channels 7, 8, 24, 36 and 42
KLBJ	93.7 FM	San Antonio TV Channels 4,5,11,12
KKMJ (MAGIC)	95.5 FM	A.A. Statesman
KNBO	92.1 FM	
KGNB	1420 AM	
KHFI	96.7 FM	

Additionally, a district news line is available at the central office 393-6700 from 6 a.m. until 7:30 a.m. for recorded messages updated each morning.

## Emergencies

*Policies CKC, CKD*

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

## Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted to the business office department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Business Office at 512-393-6503 for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the human resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Employees must log in to their [TalentEd](#) account and complete the *Personnel Info Card* in order to submit their change in address.

## **Personnel Records**

*Policy DBA, GBA*

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

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Claudia A. Peterson, Executive Director 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 Maintenance department is responsible for scheduling the use of facilities after school hours. Contact 512-393-6703 to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

*Policy DFE, DHB*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes the Chief Human Resources Officer for Human Resources. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

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

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 55. 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 using the online *TalentEd Resignation-Retirement Form* through the employee's [TalentEd account](#), at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

## Dismissal or Nonrenewal 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 nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against

them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The 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 55. 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.

## **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 43.)

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

## Reports to Texas Education Agency

*Policies DF, DHB, DHC*

**Certified Employees.** The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

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

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful

act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

## **Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the 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, San Marcos CISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to [Darren A Cole-Ochoa, Director of Student Services & Family Engagement, 512-393-6734, 631 Mill St. San Marcos TX 78666, darren.colechoa@smcisd.net](mailto:darren.colechoa@smcisd.net)

## 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 asthma medication, medication for anaphylaxis (e.g., EpiPen<sup>®</sup>), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

*Policy FFAC*

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis

- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## **Student Conduct and Discipline**

### *Policies in the FN series and FO series*

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

## **Student Attendance**

### *Policy FEB*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must contact campus principal. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to Director of Student Services & Family Engagement Darren A Cole-Ochoa at [darren.coleochoa@smcisd.net](mailto:darren.coleochoa@smcisd.net). The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

<http://pol.tasb.org/Home/Index/618>.

## **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.

## **APPENDIX**

- **Employee Complaint Forms**
- **Pest Management Policy for Staff and Teachers**
- **Guidelines for Professional Dress and Attire**
- **Technology Use Agreement**
- **Staff District Safety Policy Agreement**

## EMPLOYEE COMPLAINT

DGBA (LEGAL) &

(LOCAL)

### SAN MARCOS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT EMPLOYEE COMPLAINT/GRIEVANCE

#### **LEVEL ONE – NOTICE OF COMPLAINT/GRIEVANCE TO ADMINISTRATOR**

An employee who has a complaint/grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing using the “LEVEL ONE – NOTICE OF COMPLAINT/GRIEVANCE TO ADMINISTRATOR” form. The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining. The Principal or supervisor shall hold a conference within ten business days after receipt of the written request. The principal or supervisor shall have ten business days following the conference within which to respond.

#### **LEVEL TWO – APPEAL TO THE SUPERINTENDENT or DESIGNEE**

If the outcome of the conference at Level One is not to the employee’s satisfaction or if the time for a response has expired, the employee may request a conference with the superintendent or designee to discuss the grievance. The request shall be in writing on the “LEVEL TWO - NOTICE OF APPEAL TO THE SUPERINTENDENT” form and must be filed within ten business days following receipt of a written response or, if no written response is received, within ten days of the response deadline. Attach a copy of the original complaint and the Level One decision being appealed. The superintendent or designee shall hold the conference within ten business days after receipt of the written request. The superintendent or designee shall have ten business days following the conference within which to respond.

#### **LEVEL THREE – NOTICE OF APPEAL TO THE BOARD**

If the outcome of the conference at Level Two is not to the employee’s satisfaction, or if the time for a response has expired, the employee may request to place the matter on the agenda of a future Board meeting. The request shall be in writing on the “LEVEL THREE - NOTICE OF APPEAL TO THE BOARD” form. The written request for placement on the Board agenda must be filed within ten business days following receipt of a written response or, if no written response is received, within ten business days of the response deadline. The request for placement on the Board agenda must include the following:

- 1) a completed “LEVEL THREE - NOTICE OF APPEAL TO THE BOARD” form
- 2) a copy of the original complaint and of the Level One and Level Two decisions.

The superintendent shall inform the employee of the date, time, and place of the meeting. The procedure for the hearing of the complaint by the Board is included in the attached board Policy DGBA (LEGAL) AND DGBA (LOCAL).

**EXHIBIT A**  
COMPLAINT/GRIEVANCE

EMPLOYEE  
DGBA (LEGAL) &

(LOCAL)

LEVEL ONE  
NOTICE OF COMPLAINT/GRIEVANCE TO ADMINISTRATOR

Any employee filing a complaint must fill out this form completely and submit it by hand deliver, fax, or U.S. mail to his or her principal or immediate supervisor within the time established in DGBA(LOCAL). All complaints will be processed in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_

1. Position \_\_\_\_\_ Campus \_\_\_\_\_

2. If you will be represented in voicing your complaint, please identify the person representing you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

3. Please describe the decision or circumstances causing your complaint (give specific details, continue on reverse side if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What was the date of the decision or circumstance causing your complaint?

\_\_\_\_\_

5. Please explain how you have been harmed by this decision or circumstance.

\_\_\_\_\_  
\_\_\_\_\_

6. Please describe any efforts you have made to resolve your complaint informally and the response to your efforts.

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7. With whom did you communicate? \_\_\_\_\_

8. On what date? \_\_\_\_\_

9. Please describe the outcome or remedy you seek for this complaint.

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10. If you are making complaints or charges against any specific individuals, please identify each of those individuals by name:

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11. Are you alleging a violation of the Texas Whistleblowers Act?

Yes \_\_\_\_\_ No \_\_\_\_\_

12. Are you alleging a violation of policy or law? If so, please identify below:

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**Complainant, please note:**

**A complaint form that is incomplete in any material way may be dismissed, but may be refilled with all the required information if the refilling is within the designated time for filing a complaint.**

**Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Principal's/Supervisor's Signature

\_\_\_\_\_  
Date Received

**NOTICE OF APPEAL TO SUPERINTENDENT OR DESIGNEE**

This form must be filled out completely by an employee appealing a Level One decision to the superintendent or designee in accordance with the District's policy DGBA (LEGAL) & (LOCAL) or any exceptions outlined therein. Any employee filing a complaint must fill out this form completely and submit it by hand deliver, fax, or U.S. mail to his or her principal or immediate supervisor within the time established in DGBA(LOCAL).

1. Name \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
*Telephone number* (\_\_\_\_) \_\_\_\_\_

2. Position: \_\_\_\_\_ Campus: \_\_\_\_\_

3. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

*Telephone number* (\_\_\_\_) \_\_\_\_\_

4. *To whom did you present your complaint at Level One?* \_\_\_\_\_

Date of the conference \_\_\_\_\_

Date you received a response to the Level One Conference \_\_\_\_\_

5. Please explain specifically how you disagree with the outcome at Level One.

\_\_\_\_\_  
\_\_\_\_\_

6. Attach a copy of your original complaint and any documentation submitted at Level One.

7. Attach a copy of the Level One response being appealed, if applicable.

\_\_\_\_\_  
Employee Signature Date of Filing

\_\_\_\_\_  
Signature of Employee's Representative

\_\_\_\_\_  
Superintendent's Signature Date Received

**EXHIBIT C**

**LEVEL THREE APPEAL NOTICE**

To appeal a Level Two decision or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand deliver, fax, or U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_  
Telephone number (\_\_\_\_\_) \_\_\_\_\_
3. Position \_\_\_\_\_ Campus/Department \_\_\_\_\_
4. If you will be represented in voicing your appeal, please identify the person representing you.  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number (\_\_\_\_\_) \_\_\_\_\_
5. To whom did you present your appeal at Level Two? \_\_\_\_\_  
Date of Conference \_\_\_\_\_  
Date you received a response to the Level Two conference \_\_\_\_\_
6. Please explain specifically how you disagree with the outcome at Level Two.  
\_\_\_\_\_  
\_\_\_\_\_
7. Do you want the Board to hear this appeal in open session? \_\_\_\_\_

Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session if the grievance involves a complaint against a District employee.

Attach a copy of your original complaint and any documentation submitted at Level One and copy of your Level Two appeal notice.

Attach a copy of the Level Two response being appealed, if applicable.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Signature of employee's representative

Date of Filing \_\_\_\_\_

## **San Marcos Consolidated Independent School District Pest Management Policy for Staff and Teachers**

As part of our commitment to provide our teachers and staff with a safe, pest-free learning environment San Marcos CISD may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on San Marcos CISD property are made only by trained and licensed technicians. Should you have questions about our district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM Coordinator at 512-393-6500.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on the bulletin board in the main office of the facility. Pest control information sheets are available from campus principals or facility managers upon request.

San Marcos CISD prohibits the possession, storing or application of any kind of pesticide on school premises, or as part of the district's activities, unless performed by trained or licensed technicians. A pesticide is defined as a substance or mixture of substance intended for destroying, repelling, or mitigating any pest. (This includes items like glue boards, fly traps and cans of household pesticides).

A **Pest** is any living thing that exists where it is not wanted (as defined by the IPM Regulations). If you would like a copy of the District's IPM policy statement, this can be found in the Superintendent's office or with the District's IPM Coordinator, Robert Gutierrez at 393-6500.

Policy  
DH (LOCAL)

**Dress and  
Grooming**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**San Marcos CISD Guidelines for Professional Educational Attire**

The following information is intended to serve as a guide to help define appropriate educational business wear for school days and staff development days for all professional, paraprofessional, substitute teachers and clerical employees of the district.

The primary objective of publishing the guidelines is to have teachers, other professionals, substitute teachers, paraprofessionals, clerical staff and administrators project a professional image while taking advantage of comfortable and relaxed clothing that is appropriate in a school setting. Please be aware that not all comfortable clothing is appropriate for schools. Clothing that is too revealing, or other items that may be perfect for working in the yard, going on a picnic, going to a party, or playing sports are not appropriate for the school setting.

Listed below is a general overview of acceptable educational wear as well as a listing of some of the more common items that are not appropriate for the school setting. The descriptions of clothing items are not intended to be all-inclusive. Rather, these items should help set the general parameters for proper educational business wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first. Regardless of the item, it is essential to avoid wearing anything to school that is excessively worn, frayed or wrinkled.

• The principal may designate special event days such as Field days, College, Sport, Avid Field Trip and other days as "Sport Days." Bermuda shorts may be worn on Field Days and/or outdoor field trips.

**"Sport" Days**—Jeans and T-shirts with your school logos are acceptable on "Sport" Fridays and designated teacher work days. **Jeans cannot have holes or frayed areas.**

**Slacks**—Clean; wrinkle-free slacks are acceptable. Dress capris below the knee are acceptable.

Inappropriate items include jeans of any color, sweatpants, wind-suits, short shorts, Bermuda shorts, bib overalls, leggings, spandex or other form-fitting pants, cargo pants, and/or denim or anything made out of denim like material.

**Shirts**—Casual shirts, golf shirts, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, shirts with large lettering/logos/slogans, halter-tops, tops with bare shoulders, and t-shirts. Shirts should be long enough to cover your back when bending, stooping, or sitting and the neckline should show no cleavage.

**Dresses and Skirts**—Casual dresses, skirts, and split skirts at or below the knee are acceptable. Mini-skirts and spaghetti-strap dresses should not be worn to school.

**Footwear**— Should be safety appropriate. Athletic shoes, loafers, boots, flats, dressy clogs and leather deck shoes are acceptable. Professional footwear does **not** include flip flops, slippers, shower shoes, or Crocs/Croc style.

**Jewelry**—There should be **no** visible body piercing other than pierced ears.

**Hats/headgear** – Are not to be worn indoors.

**Gym attire**—Gym attire is appropriate for gym teachers/coaches in the gym or outdoor settings.

**Nurse's Uniform**—A Nurse's uniform is the appropriate attire for school nurses

**Other**

- Appropriate undergarments must be worn at all times
- Tattoos that are lewd, offensive, or morbid etc. must be covered.

If an item of clothing is deemed to be inappropriate by the employee's administrator, the employee may be sent home to change clothes and will be given a verbal warning for the first offense. Progressive disciplinary action will be taken for further dress violations.

Any questions regarding the "Guidelines for Professional Educational Attire" should be directed to the school principal.

**Staff Responsible Technology Use Agreement  
2024-2025 School Year**

**As a computer and network user I agree to the following rules in my usage of all computing and network resources provided by or affiliated with San Marcos CISD ("SMCISD"):**

1. I understand the District provides computing resources and internet access for educational purposes. I agree that I will only use these resources for approved educational uses within the goals and objectives of SMCISD.
2. I understand that access to district resources is a privilege, not a right. The use of technology, whether owned by SMCISD or supplied by the User, entails personal responsibility. I will comply with SMCISD board policies and rules dealing with use of technology resources, act in a responsible manner, and will honor the terms and conditions set by the District and my campus/department. I will proactively support Responsible Technology Use and immediately notify Greg Hubenak, Executive Director of Technology, and supervisor if I discover inappropriate content or suspect malicious or accidental misuse.
3. Although the district does not monitor my personal technology usage and digital communication outside of SMCISD activities, I understand that Responsible Technology Use expectations outlined in this agreement will extend to personal usage while employed with SMCISD. I will be held accountable for any private communication that becomes part of the public domain using any communication technology when this communication disrupts the educational process, or otherwise misrepresents or endangers the health, safety and welfare of SMCISD students, employees, or affiliates.
4. I will abide by the general expectations of appropriate social behavior and network etiquette at all times. These expectations of behavior are collectively termed 'Digital Citizenship' and include using appropriate language and audio/visual depictions, respecting and protecting the privacy and character of yourself and others, respecting copyright protection, assessing the appropriateness and accuracy of internet content, using resources only for approved activities, recognizing and avoiding inappropriate online interaction, and generally representing yourself in a respectable and constructive manner when participating with others online.
5. When my duties involve instruction or supervision of students, I agree to actively monitor them for responsible technology use and demonstration of proper digital citizenship, and to comply with district procedures and guidelines to educate students about appropriate online behavior.
6. I will comply with guidelines regarding 'Personal Use of Electronic Media' and 'Use of Electronic Media with Students' prescribed in the SMCISD Board Policy Manual, supporting administrative procedures, and the Employee Handbook.
7. The following activities are prohibited unless they are properly documented and directly support approved educational purposes consistent with SMCISD policies:
  - Recording, distributing, or posting video, pictures, or audio of events and people on district property or at district approved events.
  - Sharing or distributing personally identifiable information about myself, students, or others.

8. I will not participate in, facilitate, condone, or allow cyber-bullying— abusive behavior including, but not limited to, tormenting, threatening, taunting, stalking, intimidating, harassing, humiliating, discriminating, defaming, misrepresenting, and/or coercing by one or more individuals— against others using internet websites or services and/or any other communication technologies.
9. I will respect the legal protection provided by copyright laws and licenses to programs and data. Therefore, I will not make unauthorized copies of software/data/licenses found on district computers, or copy unauthorized software/data/licenses onto district resources or into any documents or presentations.
10. I understand that as an agent/employee of SMCISD, I will have limited rights to work that I may create using SMCISD computing and network resources. SMCISD shall retain rights to use any product created in the scope of my employment even if I am no longer employed by the District. I will also respect the rights of others by complying with all SMCISD policies regarding intellectual property.
11. I understand that all electronic documents and correspondence (including but not limited to E-Mail) are 'Local Government Records' as defined by state law and must be appropriately safeguarded and available for Public Information Requests per the districts Records Management policies.
12. I understand the SMCISD access to the Internet is filtered for the safety and security of minors, and I will not attempt to send or receive any message on the system that is inappropriate for students or harmful to minors, or that contains or suggests pornography or obscene visual depictions, unethical or illegal solicitation, racism, sexually oriented material, or inappropriate language. (Limited exceptions may be approved for bona-fide research or other lawful purposes.)
13. I understand and agree that all network activity is monitored by SMCISD and subject to review, and that real-time activities or stored data associated with my usage may be collected and reviewed without my knowledge at any time.
14. I will never share my account or authentication passwords with anyone, nor will I attempt to discover, guess, or use passwords not explicitly assigned to me. I understand I can be held accountable for all activity conducted with my account credentials, and will report any accidental or purposeful breach of security to an administrator, supervisor, or directly to the Department of Technology so that secure access can be re-established.
15. I will not waste or exploit system resources, use the system for any illegal or immoral activity, or participate in any personal activity for financial or political gain.
16. I will not attempt to access or manipulate data of another user, the district network, or any other agencies or networks that are connected to the system. When my system permissions allow access to others' shared data, I will exercise appropriate digital citizenship and not tamper with or modify any data or information that is not my own.

17. I will not intentionally attempt to: breach SMCISD security policies and safeguards, bypass filtering or intrusion-prevention systems, or participate in any activity associated with hacking, such as electronic eavesdropping (sniffing), unauthorized data decryption, disrupting the function of networked systems, or malware creation or distribution.
18. I am aware and agree that SMCISD is not liable for my inappropriate use of district resources or violations of copyright restrictions or other laws, or for costs incurred by me through my inappropriate technology use.
19. If I choose to utilize personally owned electronic computing, storage, or communication devices at SMCISD facilities:
  - I understand SMCISD does not recognize my device as a replacement for district resources provided to fulfill my duties, and that SMCISD will not provide support or reimbursement for use of the device.
  - I authorize SMCISD to confiscate, search, or manipulate my device if I configure it as an extension of the district system by:
    - a. Connecting it to the SMCISD wired or wireless network OR
    - b. Connecting it directly to a district resource through a physical or wireless connection that allows data to be directly transferred between my device and the district system OR
    - c. Using my district-issued account to set up a work profile for email, file sharing, calendar, or any other apps that access and/or store the district's protected data.
  - I agree such personal usage is a privilege and may be revoked if my supervisor deems personal usage to be excessive and detrimental to satisfactory completion of my assigned duties.
20. I am aware that the inappropriate use of electronic information resources can lead to revocation of access privileges or disciplinary action in accordance with district policies, administrative procedures, and the Personnel Handbook, and that a Breach of Computer Security as defined by Texas Penal Code 33.02 can result in prosecution in accordance with state laws.

**All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines for the duration of their employment with the District. The Employee shall adhere to this Agreement upon assignment of any current or new program, device, network, or technology to be used by the Employee. The Employee must notify their direct supervisor and Greg Hubenak, Executive Director of Technology of any loss, theft, damage, or security breach of District technology within three calendar days. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District. [CQ (LOCAL)] The District reserves the right to seek monetary restitution from the Employee as allowed by state and federal law in the case of loss or damage to a District device used by the Employee.**

**I have read and I understand the SMCISD Staff Members Network and Internet Use Agreement. I agree to abide by these provisions. I understand that violation of these provisions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked with or without notice, and disciplinary actions and/or appropriate legal action will be taken.**

## Staff District Safety Procedures Agreement

**I agree to the following procedures as they relate to safety:**

1. I agree that my district badge will be worn and visible at all times.
2. I agree that I will not prop open any exterior doors or gates at any time for any reason. I understand and agree that anytime I use a gate or door I will ensure that the gate or door is locked immediately after entrance or exit. If I discover that a gate or door is malfunctioning or not closing correctly I will immediately notify the individual on campus who oversees/coordinates safety.
3. I agree that I will not open any exterior door to let in another district employee, student, visitor or Texas State student at any time. I will not allow other district employees to borrow or utilize my badge for the purpose of gaining access to a facility.
4. I will proactively support the district's commitment to effectively communicate with staff during an emergency and I understand that I am required to have the navigate app on my phone OR a district device. I agree that the app will remain open and running in the background if I choose to install it on district device.
5. I have been given an overview of what threat assessment is and the roles and responsibilities of staff members pertaining to threat assessments. I understand and agree to report any verbal threats that involve a weapon or reference to killing immediately to the threat assessment team on the particular campus. I am the first step in the process of ensuring that the team will meet immediately (end of day at latest or next morning if after hours) to perform the threat assessment.
6. I agree that my Stop the Bleed kit will remain secure in the assigned room except for instances of a staff member taking it out to drills, field trips, and recess. These kits are for emergencies only and should not be opened for day to day cuts, scrapes and bruises. STB kits will be assigned to staff members, signed for and verified by administration and I ensure that mine will remain in working condition at the end of year checkout. Location for STB kits:
  - Elementary- back of door
  - Secondary- desk drawer or under desk

**I have read and understand the SMCISD Staff Member Safety Policies. I agree to abide by these policies. I understand that any violation of these policies may result in disciplinary action up to and including termination of employment.**