San Augustine ISD

2020–2021 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email Beth Carmichael, bcar michael@saisd.us, (936) 275-2306.
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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 the employee’s Principal or Supervisor.

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 www.saisd.us. Look under “Welcome” “School Board” “Board Policies.” If you are unable to find the information you need, or have any questions, please contact your Supervisor or the Superintendent’s Office at 936-275-2306.

Immediate Action Required

The following three documents require immediate action on the part of the employee. Please make note of the deadlines for each submission.

W2 Form
Pest Control Form
Employee Information Sheet
Employee Acceptable use of Electronic Communications Policy
SAISD Employee Handbook Receipt
SAISD Public Info Access Form
Time Clock Instructions
COVID-19 Information

Additional Information

SAISD Employee Spring Attendance Incentive
SAISD Notice of Activation of Video & Audio Recording Equipment
SAISD Travel Regulations
SAISD 2020-2021 School Calendar
Transportation Notice
Employee Purchasing Code of Conduct
Employee Dress Code
District Information

Mission Statement, Goals, and Objectives
Policy AE
Our Children’s Future...Our Inspiration

Vision
Building a community of excellence by nurturing talents, inspiring learners, and developing leaders for an ever-changing world.

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 by position and serve four-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:
- Charles Boyette
- Zach Garrett
- Edwin Henley
- William Johnson
- Will Mathews
- William Richards
- Nico Birdwell

The board usually meets the third Tuesday or Thursday at 6pm. 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 entrance of the Administration Building, 1002 Barret Street, San Augustine, Texas at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice. All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-
property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

**Board Meeting Schedule**

**2020**

- September 17  Thursday
- October 15  Thursday
- November 19  Thursday
- December 15  Tuesday

**2021**

- January 21  Thursday
- February 25  Thursday
- March 25  Thursday
- April 22  Thursday
- May 20  Thursday
- June 24  Tuesday
- July 22  Thursday
- August 26  Tuesday

**Administration**

Dr. Virginia Liepman, Superintendent of Schools  
Dr. Jason Mixon, Assistant Superintendent of Schools  
Mrs. Patti R. McLerran, Chief Financial Officer

**School Calendar**

See Attachments and online at [www.saisd.us](http://www.saisd.us).

**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.

- **Jonan Eberlan**: 936-275-2306  
  Secretary to the Superintendent
- **Beth Carmichael**: 936-275-2306  
  Business Office/Payroll
- **Rick Russell**: 936-275-9175  
  Director of Transportation
- **Sharon Taylor**: 936-275-9603  
  Director of Food Service
- **Alan Eberlan**: 936-275-6467  
  Director of Maintenance
- **Ryan Ham**: 936-275-6558  
  Director of Network Operations
- **Tom Schmieder**: 936-275-9603  
  Director of Technology
- **Anna Sharp**: 936-275-2306  
  Director of Special Services
Employment

Equal Employment Opportunity
Policies DAA, DIA

San Augustine ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law, including pregnancy. 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.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Superintendent at 936-275-2306.

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).

Contract and Noncontract Employment
Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.
Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

DCA (Local) which stated that 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 has been revised. In accordance with the District’s Innovation Plan, the District is exempt from the state law regarding maximum length of time an experienced teacher may be employed on a probationary contract. St the recommendation of the Superintendent, a probationary contract may be renewed for an additional one-year period for a person who has been employed as a teacher in public education for at least five of the eighth years preceding employment by the District. The District of Innovation Plan can be found at [www.saisd.us](http://www.saisd.us).

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

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

A certified employee’s contract may be voided without due process and employment
terminated if the individual does not hold a valid certificate or fails to fulfill the requirements
necessary to renew or extend a temporary certificate, emergency certificate, probationary
certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification
because of an individual’s failure to comply with criminal history background checks. Contact
the Superintendent’s Office at 936-275-2306 if you have any questions regarding certification
or licensure requirements.

Recertification of Employment Authorization
Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form
(Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization
documents have expired must present new documents that show current employment
authorization. Employees should file the necessary application or petition sufficiently in
advance to ensure that they maintain continuous employment authorization or valid
employment authorization documents. Contact the Superintendent’s Office at 936-275-2306 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 the Superintendent’s Office at 936-275-2306

**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, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Campus Principal or Supervisor.

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. A written request for transfer must be completed and signed by the employee and the employee’s Supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by July 1, 2020. 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 Campus Principal/Supervisor and Superintendent’s Office and must be approved by the receiving Supervisor.

**Workload and Work Schedules**

*Policies DEAB, DK, DL*

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

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

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their Supervisor.

**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.

**Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

In schools receiving Title I funds, the district is required by the “Every Student Succeeds Act” (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Superintendent’s Office at 936-275-2306.

**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.
Employee Involvement
*Policies BQA, BQB*

At both the campus and district levels, San Augustine ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district’s planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each Campus Office or from the Superintendent’s Office at 936-275-2306.

Staff Development
*Policy DMA*

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

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

Compensation and Benefits

Salaries, Wages, and Stipends
*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district’s pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. For additional information please contact the Business Office at 936-275-2306.

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district’s extra-duty pay schedule.
Employees should contact Pattie McLerran, CFO, at 936-275-2306 for more information about the district’s pay schedules or their own pay.

**Paychecks**

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization.

The schedule of pay dates for the 2020-2021 school year can be found on the District Calendar in the appendix and online at [www.saisd.us](http://www.saisd.us).

**Automatic Payroll Deposit**

Employees must have their paychecks electronically deposited into a designated account. Contact the Business Office at 936-275-2306 for more information about the automatic payroll deposit service.

**Payroll Deductions**

*Policy CF EA*

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all 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 and other deductions an employee may elect. 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. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their Supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a 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 at 12:00 AM Sunday morning and goes through 11:59 PM Saturday evening.

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. For all nonexempt employee’s 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 and CFO 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.

All hotel reservations will be made by the Administration Office after a Purchase Order (PO) has been processed with the dates of travel and the people traveling correctly listed.

See Appendix for Travel Regulation Schedule.

**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 the Business Office at 936-275-2306 for more information.

**Supplemental Insurance Benefits**

*Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, medical reimbursement, dependent care reimbursement, health savings account, disability, cancer, accident, critical illness, permanent life, ground and air medical transport. Premiums for these programs can be paid by payroll deduction. Employees should contact the Business Office at 936-275-2306 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.

**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 Deep East Texas Self Insurance Fund effective July 1 – June 30.
Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries must be reported to your Supervisor IMMEDIATELY following the incident. 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 17 for information on use of paid leave for such absences.

Unemployment Compensation Insurance
Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Business Office at 936-275-2306.

Teacher Retirement

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 Superintendent’s Office at 936-275-2306 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). For information on restrictions of employment of retirees in Texas public schools, please call the Business Office at 936-275-2306.

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call
the Business Office at 936-275-2306 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in one half (½) day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- State Days
- Local Days
- Extended Days

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

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) at www.saisd.us.

Medical Certification. Any employee, who is absent more than three 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 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

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

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

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

**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 three days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the Principal or Supervisor.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee’s final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.
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 can be used only in one half (½) increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits.

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

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

Local Leave

All employees shall earn five paid local days per school year in accordance with administrative regulations. Local leave shall be noncumulative. Local leave shall be used according to the terms and conditions of state personal leave; however, the average daily rate of pay of a substitute for the employee’s position shall be deducted for each day of local leave taken, whether or not a substitute is employed.

Sick Leave Bank (or Pool)

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee’s immediate family may request the establishment of a sick leave pool, to which District employees may donate only local leave for use by the eligible employee. If the employee is unable to submit the request, a member of the employee’s family or the employee’s Supervisor may submit the request to establish a sick leave pool. The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool. The Superintendent or designee shall develop regulations for the implementation of the sick leave pool that address the following:
1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

When requesting the establishment of a sick leave pool, the following steps must be exhausted in order listed below:
  1. Exhaust all state days
  2. Exhaust all Family and Medical Leave Days
  3. Exhaust all extended sick leave

**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.

**Leave Entitlements**

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

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

An eligible employee who is a covered service member’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.
An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

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

Benefits and Protections

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

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

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

Eligibility Requirements

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

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

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

Requesting Leave

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

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

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

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

**Employer Responsibilities**

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

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

**Enforcement**

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

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

For additional information:
www.wagehour.dol.gov

**Local Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month July 1 through June 30.

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.
**Intermittent Leave.** When medically necessary or in the case of a qualifying exigency, an employee may take 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. If certification of the employee’s ability to perform essential job function is required, 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.

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

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

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

**District Contact.** Employees that require FML or have questions should contact the Business Office at 936-275-2306 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, that employee’s Supervisor 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 as assault is a work-related injury and should be immediately reported to the Superintendent’s Office at 936-275-9603.
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.

**Jury Duty**

*Policies DEC, DECA, DECB*

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

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

**Compliance with a Subpoena**

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

**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 paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Superintendent’s Office at 936-275-2306. 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 the Business Office at 936-275-2306 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 can be discussed with your Supervisor.

**District Communications**

Throughout the school year, the Superintendent’s Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

**Complaints and Grievances**

*Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their Supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district’s policy concerning the process of bringing concerns and complaints is available online at [www.saisd.us](http://www.saisd.us) under Board Policy DGBA (Local).

**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 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 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 or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

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

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

The district’s policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation and can be found at www.saisd.us under Board Policy DIA (Local).
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. 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 suspects 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 33 and *Bullying*, page 53 for additional information.

The district’s policy that includes definitions and procedures for reporting and investigating harassment of students can be found at DHB (legal) and FFH (Local) at [www.saisd.us](http://www.saisd.us).

Reports of discrimination based on sex, gender, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as Dr. Jason Mixon, Assistant Superintendent, 1002 Barrett Street, San Augustine, Texas 75972, 936-27-2306, jmixon@saisd.us.

**Reporting Suspected Child Abuse**  
*Policies DG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, 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 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](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 suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators’ Code of Ethics.

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

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

**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 [www.saisd.us](http://www.saisd.us). 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 suspects 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. The EAUP is submitted electronically at the start of each new school year, via the district’s Eduphoria Digital Forms System. A copy of the EAUP can be found on page 58. Employees with questions about computer use and data management can contact the Director Technology at 936-275-9603.

**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 media 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 communication.

**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 e-mail 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 11 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

• The employee does not have a right to privacy with respect to communications with students and parents.

• The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]

• Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

• Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, 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*

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 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 SBEC rules

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.

Alcohol and Drug-Abuse Prevention
Policy DH

San Augustine ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district’s policy regarding employee drug use can be found at www.saisd.us under Board Policies on Alcohol and Drug Abuse in DH (Local) and DI (Exhibit).

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**

*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. 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 Superintendent’s Office at 936-275-2306.

**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’s Office at 936-275-2306 immediately.
Visitors in the Workplace  
*Policy GKC*

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

Asbestos Management Plan  
*Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district’s management plan is kept in the Superintendent’s Office at 936-275-2306 and is available for inspection during normal business hours.

Pest Control Treatment  
*Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district’s integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the entrance of the buildings or in the main office of the building. 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 Important Topics

Field Trips

Well-planned and well-executed field trips are a valuable instructional experience for students of all ages. If you or your grade level or team want to take students on a field trip, you must first get principal approval for the activity and the scheduled date, as well as submit a request for necessary transportation. A proposal for a field trip must be coordinated with the TEKS for the course, define the curricular objectives for the trip, and fit in with the current instructional unit.
Field trips will always be taken on school transportation and never by private passenger vehicles. Students must submit signed parent permission slips before the trip. We encourage you to enlist the help of parents to assist in supervising students on the field trip.

If you will have certain criteria for students to participate in the field trip, you must communicate those well in advance to students and parents. Any criteria should be designed to maximize student participation. Criteria for participation must not be designed in such a way that all students who are ineligible can be readily identified as students who are failing the class. You must plan an alternate instructional activity for students who are not eligible to participate in the field trip.

Using Film/Movies in Class
Movies can be used effectively for instruction in many courses but must never be used in the classroom as a reward or for entertainment. Before you show a movie to a class, however, you must discuss the activity with your principal, including how the movie is related to the TEKS for the class or subject. Movies should always be age-appropriate for the students in the class.

Fundraising
You cannot use instructional time to administer or facilitate fund-raising efforts of student or other organizations. If you are the sponsor of a student group or organization that wishes to conduct a fund-raising campaign, you must get prior approval from the principal for the activity. Elementary students will not be allowed to conduct any fund-raising activities that involve door-to-door solicitation; however, with adult supervision at all times, secondary students may conduct door-to-door fund-raising campaigns.

As a sponsor of a student group or organization, you are personally responsible for accounting for all funds raised or collected by students in your group. These amounts must be deposited to the activity account for the group or organization as soon as possible. You cannot keep funds collected from students for any purpose in your classroom or at your home. Your failure to follow established procedures related to depositing, handling, and accounting for the proceeds from fund-raising activities or any other monies associated with student activities or organizations may affect your employment.

All fundraising must be approved by the Campus Principal and Chief Financial Officer. Requests for fundraising must be completed using the Eduphoria Digital Form "Authorization to Conduct Fund Raising Event" located on the SAISD website www.saisd.us.

Online fundraising or individual fundraising through social media and crowdfunding websites is not permitted unless expressly approved and permitted by the Superintendent. Fundraising requests will be limited in number. That number shall be determined by the Campus Principal.
Extracurricular/UIL Sponsorship
Your principal can assign extra duties related to sponsorship of extracurricular student groups and UIL academic activities. Some of these assignments may have additional stipends according to the schedule approved by the board of trustees; some may not. A teacher’s primary responsibility is always the delivery of the required curriculum to students in your classes.

General Procedures

Emergency School Closing
The district may close schools because of bad weather, epidemics, or 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, send an automated call alert, as well as notify the following radio and television stations:

Radio Station KDET, Center, Texas
Television Station KTRE, Lufkin-Nacogdoches, Texas
Additional Information on School Change is available on www.saisd.us

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 Campus Principal/Supervisor 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 Business Office at 936-275-2306 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 Business Office at 936-275-2306 if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Payroll Department.

**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 Business Office at 936-275-2306. 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 Campus Principal/Supervisor is responsible for scheduling the use of facilities after school hours. Contact the Campus Principal/Supervisor to request to use school facilities and to obtain information on the fees charged.

**Termination of Employment**

**Resignations**  
*Policy DFE*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. The Superintendent is the only person with the authority to accept resignations from contract employees. 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* online at [www.tea.texas.gov](http://www.tea.texas.gov). The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same acts.

**Noncontract Employees.** Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Campus Principal/Supervisor at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

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

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are
entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. 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, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 29.)

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

**Discharge of Convicted Employees**  
*Policies 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.

**Exit Interviews and Procedures**

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

Reports to Texas Education Agency  
*Policy DF, DHB, DCH*

**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 by 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
San Augustine ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Dr. Jason Mixon, Assistant Superintendent and the district Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Dr. Jason Mixon, Assistant Superintendent and the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

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*

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

**Dietary Supplements**
*Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, 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 bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the Campus Principal for additional information.

**Bullying**
*Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the Campus Principal. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and can be found at [www.saisd.us](http://www.saisd.us) in Board Policy FFI (Local).

**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.
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Employee’s Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. 

► Give Form W-4 to your employer.

► Your withholding is subject to review by the IRS.

Step 1:
Enter Personal Information

(a) First name and middle initial

(b) Social security number

City or town, state, and ZIP code

► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 $...

Multiply the number of other dependents by $500 $...

Add the amounts above and enter the total here $...

Step 4 (optional):
Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income...

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here...

(c) Extra withholding. Enter any additional tax you want withheld each pay period...

Step 5:
Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee’s signature (This form is not valid unless you sign it.)

Date

Employers Only

Employer's name and address

First date of employment

Employer Identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.
General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing “Exempt” on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 4(a), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:
1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you’re a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay between the two jobs.

Multiple jobs. Complete Steps 3 through 4(a) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, have your social security number, and generally lives with you for more than half the year. You may be able to claim a credit for other dependents for whom you can claim the credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of other income you expect to have for the year, if any. You shouldn’t include income from any jobs or self-employment. If you complete Step 4(a), you likely won’t have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.
Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than $120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

1 Two jobs. If you have two jobs or you’re married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the “Higher Paying Job” row and the “Lower Paying Job” column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3.

   1 $ ________

2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.

   a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the “Higher Paying Job” row and the annual wages for your next highest paying job in the “Lower Paying Job” column. Find the value at the intersection of the two household salaries and enter that value on line 2a.

   2a $ ________

   b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the “Higher Paying Job” row and use the annual wages for your third job in the “Lower Paying Job” column to find the amount from the appropriate table on page 4 and enter this amount on line 2b.

   2b $ ________

   c Add the amounts from lines 2a and 2b and enter the result on line 2c.

   2c $ ________

3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

   3 ________

4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld).

   4 ________

Step 4(b)—Deductions Worksheet (Keep for your records.)

1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 7.5% of your income.

   1 ________

2 Enter:

   • $24,800 if you’re married filing jointly or qualifying widow(er)
   • $19,650 if you’re head of household
   • $12,400 if you’re single or married filing separately

   2 ________

3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter “-0-”.

   3 ________

4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information.

   4 ________

5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4.

   5 ________
### Married Filing Jointly or Qualifying Widow(er)

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### Head of Household

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
<th>Lower Paying Job Annual Taxable Wage &amp; Salary</th>
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<tbody>
<tr>
<td>$0 - $9,999</td>
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</table>
San Augustine Independent School District

Pest Management Policy For Staff & Teachers

This District prohibits the possession, storing or application of any kind of pesticide on school premises, or as part of any of the District’s activities, by unauthorized personnel.

A **pesticide** is defined as a substance or mixture of substances intended for destroying, repelling or mitigating any pest. (This includes items like glue boards, fly traps and cans of household insecticides.) A **pest** is any living thing that exists where it is not wanted. [As defined by the School IPM Regulation]

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 districts IPM Coordinator, Alan Eberlan.

Employees who violate this prohibition shall be subject to disciplinary sanctions.

I have read and received a copy of the policy.

__________________________________________  _________________________
Signature                                  Date
SAN AUGUSTINE INDEPENDENT SCHOOL DISTRICT
EMPLOYEE INFORMATION SHEET 20___-20____
(Please check the information carefully and cross out any changes or corrections and print correct information.)

Employee #:______________
Name: _____________________ Social Security #:____________________
Mailing Address _____________________ City ___________________ State ____ Zip __________
Home #: ____________________ Cell #: __________________________ Date of Birth: __________
Degree __________ Salary Grouping: __________ Step: __________ No. Days Employed __________
Position: _________________ Campus: _______________________
Months of Employment: ______ to Be Distributed Over ______ Months, Starting ______ thru _________
Years of Experience at SAISD __________ Years of Experience at another district __________ Total Experience __________

<table>
<thead>
<tr>
<th>SALARY INFORMATION</th>
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<tr>
<td><strong>MONTHLY</strong></td>
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<tr>
<td>Actual: ____________</td>
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<td>Daily Rate: ____________</td>
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<tr>
<td>Amount Paid over 12 Mo.: ____________</td>
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<td><strong>YEARLY</strong></td>
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<td>Base: __________________</td>
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<tr>
<td>Local Increment: ____________</td>
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<td>Total Gross: ____________</td>
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<th>WITHHOLDING STATUS</th>
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<td>Number of Dependents: ____________</td>
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<td>Additional Federal Withholding: $ ____________</td>
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<td>Professional Organization: ____________</td>
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<td>Credit Union: ____________</td>
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<td>Tax Sheltered Anuity: ____________</td>
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<td>Other: ____________</td>
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This is not intended to be a contract it is for information only.

Signature: ___________________ Date: _____________
SAN AUGUSTINE ISD
Employee Agreement for Acceptable Use of the SAISD Electronic Communications Systems

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, colleagues, students and people around the world through the Internet and other electronic information networks. With this opportunity comes responsibility. It is important that you read the SAISD "Employee Handbook" technology policies and administrative regulations regarding such policies, and this agreement form. Inappropriate system use will result in the loss of the privilege of using this educational and administrative system tool.

District accounts are to be used mainly for educational purposes, but some limited personal use is permitted. I understand that my computer use is not private and that the District will monitor my activity on the computer system. The District retains control, custody, and supervision of all information technology owned, leased or paid for by it. The District reserves the right to monitor all computer, Internet, E-mail and telephone activity by employees and other system users. Employees have no expectation of privacy in their use of school information technology, including E-mail messages and stored files (local or cloud-based) whether used for school purposes or incidental personal use.

The employee shall be responsible for any losses, costs, or damages incurred by the District related to violations of District policies or rules governing employee use of school information technology. The District assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations. The teacher to whom a computing device (i.e. laptop, iPad etc.) is issued is responsible for said device at all times in school and outside of school. There should be no expectation that a stolen or damaged device will be replaced. Only software and shareware with the appropriate licenses owned by the District can be installed in the device unless permission is received from the staff member's Principal or immediate supervisor or permission is received from the Technology Department or Superintendent.

RULES FOR APPROPRIATE USE

- You are responsible at all times for the proper use of your account. The District may suspend or revoke access if you violate the rules.
- You are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information (PII) remains confidential. Teachers, staff members, and volunteers who utilize school information technology for instructional purposes with students have a duty to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the Internet, E-Mail, Google G Suites and general Internet safety for minors and to enforce such. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Real-time discussions such as chat room or instant messaging are prohibited (i.e. Facebook, Instagram, SnapChap, WeChat, WhatsApp, Skype, Google Hangouts etc.)
- Any use for private financial gain, advertising or solicitation purposes are prohibited unless authorized by the District Superintendent.
- Any use to proselytize or advocate the views of an individual or non-school sponsored organization, including but not limited to, political or religious interests.
- Fund raising for any non-school sponsored purpose, whether profit or not-for-profit.
- Providing school E-mail addresses, telephone numbers, confidential information or personally identifiable information (PII) to any outside parties even those parties whose intent is to communicate with school employees, students and/or their families for non-school purposes.
- Any unauthorized attempt to modify, delete, erase, or otherwise conceal any information that is stored on school information technology, including someone else's work or data, and any attempt to modify, delete, erase, or otherwise conceal any information that shows a violation of this Policy or rules;

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations. The District assumes no responsibility for any loss or corruption of data (personal or otherwise) resulting from the use of school information technology.

Signature ___________________________ Home Address ___________________________

Date ___________________________ Phone Number ___________________________
Employee Handbook Receipt

Name ____________________________________________

Campus/Department ______________________________

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

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

www.saisd.us

Please indicate your choice by checking the appropriate box below:

☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact _________________ to obtain a hard copy.

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 or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my Supervisor or the Superintendent if I have questions or concerns or need further explanation.

______________________________  ______________________________
Signature                      Date

Please sign and date this receipt and forward it to the Business Office.
Public Access Option Form
(Pursuant to Texas Government Code Section 552.024)

TO: Employees and Board of Trustees of the San Augustine ISD

RE: Texas Public Information Act

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act.

Therefore, please indicate whether you wish to allow public access to and release by the school district of the following information.

NAME:_____________________________________

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<thead>
<tr>
<th>TYPE OF INFORMATION</th>
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<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
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<td></td>
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<td>Home Address</td>
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<td>Home or Cell Number</td>
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<td>Emergency Contact Information</td>
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<td>Information that reveals whether you have family members</td>
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<tr>
<td>Graduation Date</td>
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<td>Job Title</td>
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<td>Universities/Colleges Attended</td>
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</tr>
<tr>
<td>Date Hired at SAISD</td>
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</table>

Signature___________________________________________

Date___________________________________________

[Note: This form should be completed and signed by the employee no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.]
2020 - 2021 Time Clock Instructions

Due to regulations from the Teacher Retirement System and the Fair Labor Standards Act, all employees of the District (including substitutes) will be required to clock in and out each day using our Time Clock System.

In order to ensure that this process runs smoothly, the following are understood:

1. Failure to clock in and out each day may cause a delay in the issuance of your pay check.

2. For non-exempt employees (paraprofessionals, maintenance employees, cafeteria employees, transportation employees and substitutes) continued failure to clock in and out may result in a change of your status from "salaried" to "hourly".

3. For exempt employees (administrators, teachers, counselors and librarians) continued failure to clock in and out may result in a consultation with your supervisor.

4. Attendance incentives for the spring semester will be based on the time clock records. If you need to adjust your time card entries (example – out of town on school business, forgot to clock in, jury duty, etc.) you may email Beth Carmichael at bcarmichael@saisd.us.

5. All 11 and 12 month employees must clock in also. Your attendance incentives will be based on the time clock records.

______________________________________________  _______________
Signature                                            Date

If you have any questions please contact the business department.
CHECKLIST FOR EMPLOYEE DIAGNOSIS OF OR EXPOSURE TO COVID-19

The following checklist can be used to guide HR’s response when notified an employee has been exposed to or diagnosed with COVID-19.

☐ Instruct all employees to immediately contact human resources (HR) by phone or email if exposed to or diagnosed with COVID-19.

☐ Direct supervisors to immediately notify HR if an employee reports a diagnosis of or exposure to COVID-19.

☐ Provide employee the following information:
  ☐ Available leave benefits including emergency paid sick leave (EPSL), expanded family and medical leave (EFML), and state/local personal and sick leave
  ☐ HR’s responsibility for notifying individuals identified as at-risk for potential exposure
  ☐ Process for updating personal contact information and emergency contact information
  ☐ Requirement to provide fitness for duty before returning to work

☐ Inform the superintendent and other relevant district leaders, including the board, of the situation. Maintain the employee’s confidentiality whenever possible and remind others of the need to keep personal and medical information confidential.

☐ Work with the supervisor and employee to determine the last date the employee was physically present in any district facility.

☐ Work with facilities staff to disinfect all nonporous surfaces, unless 7 days have already passed since that person was on site.

☐ Determine the date and time the employee was in close contact¹ (six feet or less for more than 15 minutes) with any teacher, staff, students, or parents.

☐ Identify dates and names of individuals the employee had close contact with two days prior to symptom onset to 10 days after system onset or for asymptomatic individuals who are lab confirmed, two days prior to the administration of a positive test and continuing for 10 days following the confirming lab test.

  ☐ Contact individuals who were identified as having exposure risk by phone and then by follow up through mail or email.

☐ Notify the local health department, in accordance with applicable federal, state, and local laws and regulations.

☐ Distribute notice required by the Texas Education Agency (TEA) Public Health Planning Guidance to all teachers, staff, and families of all students in the school.

☐ Monitor the situation closely and keep the superintendent updated.

¹ TEA defines close contact as:
  a) Being directly exposed to infectious secretions (e.g., being coughed on); or
  b) Being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.
SAN AUGUSTINE ISD
ACKNOWLEDGMENT OF COVID-19 SAFETY PROCEDURES

Name_________________________ Employee ID_________________________
Position______________________ Department/Campus__________________

I hereby acknowledge receipt of a copy of the San Augustine ISD COVID-19 Safety Procedures. I agree to read and abide by the standards, policies, and procedures in this document.

Employees can access the COVID-19 Safety Procedures in electronic format on our website at www.saisd.us. You may contact Dr. Jason Mixon, Assistant Superintendent, at 936.275.2306 to receive a hard copy.

In addition, I agree to observe the following safety practices to help protect myself and others and to mitigate the spread of COVID-19 in the workplace:

- Avoid close contact and maintain 6 feet distance between others
- Wear a mask or a face shield in district facilities and when around others
- Wash my hands often and use hand sanitizer
- Avoid touching eyes, nose, and mouth
- Cover coughs and sneezes and discard used tissues
- Clean and disinfect assigned areas as directed
- Refrain from congregating when social distancing is not possible (e.g., lounge, common areas, breakrooms)
- Monitor my health and conduct required daily screening
- Inform my supervisor if I experience any symptoms after the start of the workday
- Inform supervisor of recent travel to areas of high virus outbreak

______________________________  ____________________________
Signature                        Date

Please sign and date this receipt and forward it to jmixon@saisd.us.

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### SAISD Employee Spring Attendance Incentive

<table>
<thead>
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<th>TEACHER INDIVIDUAL ATTENDANCE</th>
<th>ALL OTHERS INDIVIDUAL ATTENDANCE</th>
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<tbody>
<tr>
<td>(Beginning January 4, 2021)</td>
<td>(Beginning January 4, 2021)</td>
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<tr>
<td>0 to 1 day used</td>
<td>0 to 1 day used</td>
</tr>
<tr>
<td>$300</td>
<td>$200</td>
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<td>1.5 to 3 days used</td>
<td>1.5 to 3 days used</td>
</tr>
<tr>
<td>$150</td>
<td>$100</td>
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**BUS DRIVER’S INDIVIDUAL ATTENDANCE**  
(Beginning January 5, 2021 - Cut-off date)

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<tr>
<th></th>
<th>0 to 1 day used</th>
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<tr>
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<td>$100</td>
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*Cut-off Date: The cut-off date will be the last day school is in session.

**11 & 12 Month Employees:**
To receive the incentive, you must be in attendance between January 4, 2021 and the cut-off date. In other words, the incentive only applies from January 4, 2021 - cut-off date, and no days worked in the summer or weekends will be allowed to make up for days missed during that window.

*** Employees who hold more than one position in the district will receive the higher of the incentives.
Notice of Activation of Video and Audio Recording Equipment

July 2019

Dear Teachers and Employees:

As required by law, this letter serves as notice that the San Augustine High School and San Augustine Elementary have installed video and audio recording equipment in the special education classrooms.

The sole purpose of video and audio monitoring is to promote the safety of students receiving special education services, and the recordings may not be used for any other purpose. Regular or continual monitoring of these recordings is prohibited. The video and audio equipment will operate throughout the year during instructional hours.

The District will maintain the footage from these recordings for at least three months, as required by law.

Please contact the campus principal or myself with any questions.

Sincerely,

Anna Sharp
San Augustine ISD
Special Education Director
2020-2021 TRAVEL REGULATIONS

All employees of the San Augustine Independent School District will be reimbursed for travel when it relates to school business. This travel must be approved in advance. When submitting your Travel Expense Voucher all receipts must be attached. The SAISD will pay actual expenses for meals up to $37.00 for a full day. This is broken down as follows:

- Breakfast $10
- Lunch $12
- Dinner $15

The District only reimburses for breakfast on days following overnight stays.

Actual lodging expenses are not to exceed $85.00 per night unless prior approval is given. A Hotel Occupancy Tax Exemption Certificate is required to avoid paying state taxes. This form may be obtained from the Business Department. Employees traveling together to the same destination are required to share rooms, two per room.

After your request for your travel has been approved, employees are to then request a school owned vehicle using the electronic form found on our web site. If a vehicle is not available and you must take your own car, we will pay the state rate per mile. **No mileage will be paid without a rejected vehicle request form.** When two or more employees travel to the same location at the same time, they must ride together in the school vehicle. If you choose to drive your personal vehicle, you will not be paid for mileage.

SAISD prefers to reimburse rather than give advances to employees, but if an advance is requested the District will **advance $25 per day.** All receipts must be turned in and the balance up to $37 per day will be reimbursed. If no receipts are turned in, the employee will no longer be given advances.

The following must be included on your Travel Expense Voucher for **auditing purposes:**

- *Name of the individual claiming travel reimbursement*
- *Destination and purpose of the trip*
- *Other employees traveling with this individual*
- *Dates of travel*
*Actual mileage (odometer readings) if a school vehicle is not available
*Actual amount expended on lodging per day, with a receipt attached
*Actual amount expended on meals per day (may not exceed the maximum allowable; tips and gratuities are not reimbursable)
*Actual amount expended on incidentals, such as hotel parking
*Total amount to be reimbursed to the employee

REIMBURSEMENT FOR NON-OVERNIGHT MEAL EXPENSES IS CONSIDERED INCOME AND MUST BE INCLUDED ON THE EMPLOYEES'S W-2 FORM AS PART OF THE EMPLOYEE'S TAXABLE WAGES. (THIS IS IN COMPLIANCE WITH IRS REGULATIONS.)

Student travel must also be approved in advance. Students are allowed up to $30.00 for a full day. This is broken down as follows:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Breakfast</td>
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<tr>
<td>Lunch</td>
<td>$10</td>
</tr>
<tr>
<td>Dinner</td>
<td>$12</td>
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</table>

The District only reimburses for breakfast on days following overnight stays.

Students are to sign for their meal allowance and that must be turned in to the Business Department to attach to the original purchase order/check copy. This is required by our auditors.

Students are to share rooms, four per room. Room allowance for students is the same as employees, $85.00 per night. Approval for rooms costing more must be obtained in advance.

Room reservations may be made using the school’s American Express after a purchase order has been approved. You will need to come to the Business Office to make those reservations with the school credit card. If a hotel will take a check for the room, one will be processed for you. We prefer not to charge rooms to the credit card.

SAISD is now using tax exempt certificates for meals. Please request these from the Business Office.

July, 2020
# SAN AUGUSTINE ISD | 2020-2021 SCHOOL CALENDAR

### AUGUST '20

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- **10-13**: Professional Dev. Teacher Work Days
- **14**: First Day of School
- **17**: Teacher Days
- **11**: Student Days

### SEPTEMBER '20

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- **7**: Labor Day
- **14**: Teacher Days (37)
- **17**: Student Days (32)

### OCTOBER '20

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- **8**: End of Grading Period (38 days)
- **9**: Professional Dev./Intersessional Days
- **12**: Beginning of Grading Period
- **19**: Early Release (1:00) Homecoming
- **21**: Teacher Days (59)
- **24**: Student Days (53)

### NOVEMBER '20

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- **23-27**: Thanksgiving Break Intersessional Days
- **23-24**: Intersessional Days
- **16**: Teacher Days (75)
- **19**: Student Days (69)

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- **8-11**: EOC Testing Window
- **22**: End of Grading Period (47 days)
- **23-31**: Christmas Break
- **16**: Teacher Days (91)
- **19**: Student Days (85)

### JANUARY '21

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- **1-3**: Christmas Break
- **4**: Professional Dev./Intersessional Day
- **5**: Beginning of Grading Period
- **18**: M.L. King Day
- **19**: Teacher Days (110)
- **16**: Student Days (103)

### FEBRUARY '21

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- **15**: Presidents’ Day
- **15**: Professional Dev./Intersessional Day
- **16-19**: Winter Break/Intersessional Days
- **15**: Teacher Days (125)
- **15**: Student Days (118)

### MARCH '21

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- **12**: End of Grading Period (43 days)
- **15**: Professional Dev./Intersessional Day
- **15**: Beginning of Grading Period
- **21**: Teacher Days (148)
- **23**: Student Days (141)

### APRIL '21

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- **2**: Good Friday
- **6-9**: STAAR Testing Window
- **15-16**: Spring Break/Intersessional Days
- **19**: Teacher Days (167)
- **19**: Student Days (160)

### MAY '21

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- **4-14**: STAAR Testing Window
- **28**: Early Release (1:00) End of Grading Period (48 days)
- **31**: Graduation Holiday
- **20**: Teacher Days/187 Days
- **20**: Student Days/180 Days

### JUNE '21

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- **1-11**: Intersessional Days
- **21-25**: Testing Window

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- **2**: District Closed

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**Legend:**
- **Grading Periods**: Holiday, Early Release, Payday, Payroll Cutoff, Intersessional Days, Workday
Dear San Augustine ISD Employees,

My name is Rick Russell and I am Director of Transportation at SAISD. I would like to take this opportunity to welcome each of you to our school district. I am a proud member of the “Wolf Pack Nation” class of 1976.

The Transportation Department takes great pride in seeing that all of our children arrive to and from school safely, including all extracurricular activities. We believe that our main role within the district is one of service. This includes seeing that all of our vehicles are serviced properly, well cleaned, and ready to travel at a moment’s notice.

One of the ways that you can help us be better at our job is to make sure that you use the EDUPHORIA web site when preparing to take a trip out of town involving a school vehicle. This allows us to make sure your vehicle and bus driver (if needed) is ready and available. We all know that things can happen at the last minute unexpectedly and we always do our best to see that there are no delays or problems involving your travel schedule. It really helps, however, if you can submit your travel request at least two weeks ahead of your requested travel date(s), as it has to go through the proper channels in order to be approved.

Again, we are glad that you are a part of our team. If there is any way in which I can be of service to you, please feel free to get in touch with me. I am here to serve you. Let’s make this year a great one!

Blessings,

Rick Russell
San Augustine ISD
Employee Purchasing Code of Conduct

San Augustine ISD (SAISD) employees will adhere to the following Code of Conduct:

1. SAISD employees shall not solicit any gratuities, favors, or items from a contractor or party to a subcontract for an award and shall not accept any single item with a value at or above $50; or items from a single contractor or subcontractor that have an aggregate monetary value exceeding $100 in a 12-month period. Unsolicited gifts may not include drugs, alcohol, or tobacco products.

2. SAISD employees may not participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. SAISD employees will promote positive vendor relationships through courtesy and impartiality.

4. SAISD employees will know and obey the letter and spirit of laws governing.

5. SAISD employees will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communication.

6. SAISD employees will demonstrate loyalty to SAISD by diligently following lawful instructions, and using reasonable care and only authority granted.

7. SAISD employees will refrain from any private business or professional activity that would create a conflict between personal interests and those of SAISD.

8. SAISD employees will refrain from soliciting or accepting money, loans, credits, discounts, gifts, entertainment, favors, or services from present or potential vendors.

9. SAISD employees will handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and government regulations.

10. SAISD employees will ensure that all segments of society have the opportunity to participate in government contracts.

11. SAISD employees will discourage purchasing involvement in personal purchases, which are not school business related.

12. SAISD employees will enhance the stature of the purchasing profession by improving technical knowledge and adhering to the highest ethical standards.