BRYAN ISD

CHILDREN FIRST. ALWAYS.

2026-2027

BRYAN ISD
EMPLOYEE HANDBOOK



Dear Bryan ISD Employees,

Welcome to the 2026-2027 school year in Bryan ISD! If you are a returning employee, thank you for your commitment and dedication to our Bryan ISD students. If you are new to our family, I am excited to welcome you and honored that you chose our district, this profession, and this incredible community.

In Bryan ISD, we are dedicated to shaping the lives of every student - guiding them to become outstanding individuals and preparing them for a life of success beyond graduation. As we embark on a new school year together, remember that as a Bryan ISD employee, YOU are a part of this process. No matter your position, you will play a pivotal role in ensuring that our students reach their full potential.

As we prepare for the year ahead, I encourage you to explore our Employee Handbook, which has been designed to provide you with essential information, guidelines, and resources. This handbook is a valuable tool that will help you navigate our policies, understand our expectations, and make the most of the support and benefits available to you.

I am confident that, together, we will achieve great things this school year. Your hard work and dedication are vital to our success, and I am committed to supporting you in every way possible.

I look forward to serving alongside you this year while putting children first. Always. Thank you for choosing Bryan ISD!

Sincerely,

Ginger Carrabine
Superintendent
Bryan Independent School District

Table of Contents

INTRODUCTION **8**
Quick Response Codes 8
District Map 9
DISTRICT INFORMATION **10**
Description of the District 10
Mission Statement, Goals, and Objectives 10
Board of Trustees 10
District Initiative: Essential 8 12
School Calendar 13
Campus Instructional Start End Times 14
Helpful Contacts 15
District Campus Directory 16
EMPLOYMENT **17**
Equal Employment Opportunity 17
Job Vacancy Announcements 17
Employment after Retirement 17
Contract and Non Contract Employment 18
Certification and Licenses 19
Recertification of Employment Authorization 19
Searches and Alcohol and Drug Testing 20
Health Safety Training 20
Reassignments and Transfers 21
Workload and Work Schedules 22
ADA Accommodations 22
Work Calendar 24
Breaks for Expression of Breast Milk 25
Pregnant Workers Fairness Act 25
Reasonable Assurance of Employment 25
Supervision of Relatives 25
Notification to Parents Regarding Qualifications 26
Outside Employment and Tutoring 26
Performance Evaluation 26
Employee Involvement 27
Staff Development 28
Mental Health Training 28
COMPENSATION AND BENEFITS **29**
Salaries, Wages, and Stipends 29
Teacher Incentive Allotment (TIA) 29
Paychecks 30
Automatic Payroll Deposit 30
Payroll Dates 31

Payroll Deductions....31
Overtime Compensation....32
Travel Expense Reimbursement....33
Health, Dental, and Life Insurance....33
Supplemental Insurance Benefits....34
Workers' Compensation Insurance....34
Unemployment Compensation Insurance....34
COBRA....35
Teacher Retirement....35
Other Benefit Programs....35
LEAVES AND ABSENCES....37
Personal Leave....39
Compensatory Time....40
Non-Duty Days....41
Vacation....41
Longevity Days....41
Local Leave....42
Other Discretionary Leave....42
School Business Absences....43
Sick Leave Bank and Voluntary Leave Pool....43
Family and Medical Leave (FML)—General Provisions....44
Local Procedures for Implementing Family and Medical Leave Provisions....46
Temporary Disability Leave....48
Workers' Compensation Benefits....49
Assault Leave....50
Bereavement Leave....50
Jury Duty....50
Compliance with a Subpoena....51
Truancy Court Appearances....51
Religious Observance....51
Military Leave....51
Payment for Accumulated Leave Upon Separation....52
EMPLOYEE RELATIONS AND COMMUNICATIONS....53
Employee Recognition and Appreciation....53
COMPLAINTS AND GRIEVANCES....53
Employee Complaints and Grievances Process....53
EMPLOYEE CONDUCT AND WELFARE....54
Standards of Conduct....54
Texas Educators' Code of Ethics....54
Discrimination, Harassment, and Retaliation....57
Harassment of Students....58
Reporting Suspected Child Abuse....58

Sexual Abuse and Maltreatment of Children 59
Reports to the Texas Education Agency 59
Reporting Crime 60
Scope and Sequence 61
Technology Resources 61
Personal Use of Electronic Communications 61
Electronic Communications between Employees, Students, and Parents 63
Public Information on Private Devices 65
Criminal History Background Checks 65
Employee Arrests and Convictions 66
Alcohol and Drug Abuse Prevention 66
District Notice Regarding Drug-Free Schools 67
Tobacco and Nicotine Products and E-Cigarette Use 68
Fraud and Financial Impropriety 68
Professional Dress Expectations 69
Conflict of Interest 69
Gifts and Favors 69
Copyrighted Materials 70
Associations and Political Activities 70
Charitable Contributions 70
Safety and Security 71
Possession of Firearms and Weapons 71
Visitors in the Workplace 71
Asbestos Management Plan 72
Pest Control Treatment 72
Animals in the Classroom Guidelines 72
GENERAL PROCEDURES 73
Exterior Doors and Interior Classroom Doors 73
Emergency School Closing 73
Emergencies 73
Early Release 74
Purchasing Procedures 75
Name and Address Changes 75
Personnel Records 75
Facility Use 76
Lost Keys 76
Energy Management Plan 76
Pre-Kindergarten 77
TERMINATION OF EMPLOYMENT 78
Resignations 78
Dismissal or Nonrenewal of Contract Employees 79
Dismissal of Noncontract Employees 79

Discharge of Convicted Employees....79
Prohibition on Diversity, Equity, and Inclusion....80
Prohibited Classroom Instruction....80
Exit or Separation Procedures....80
Reports Concerning Court-Ordered Withholding....81
STUDENT ISSUES....82
Equal Educational Opportunities....82
Student Records....82
Parent and Student Complaints....83
Administering Medication to Students....83
Dietary Supplements....83
Psychotropic Drugs....84
Student Conduct and Discipline....84
Student Attendance....84
Bullying....84
Hazing....87
OTHER EMPLOYMENT ISSUES....88
Substitutes....88
Substitute Duty Hours....88
Student Teachers....88
Reporting/Communication with Parents....89
Use of Balloons....89
Copy Center....89
Guidance Program....90
APPENDIX A....91
Acceptable Use Guidelines for Technology Resources....91
APPENDIX B....96
Transportation Resources - Drivers....96
Transportation Resources - Vehicles and Trips....97
APPENDIX C....99
Copies of Required Policies, Statutes, and Forms....99

Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Bryan 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. If you choose to receive a hard copy of the handbook, you may request it directly from your supervisor. If you choose to receive it through an electronic form, you may access it at www.bryanisd.org.

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 my supervisor 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 if I have questions or concerns or need further explanation.

_____ _____

Signature Date

Please sign and date this receipt and forward it to your supervisor.

INTRODUCTION

Quick Response Codes

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 Ms. Shay Sicinski, Director of Human Resources.

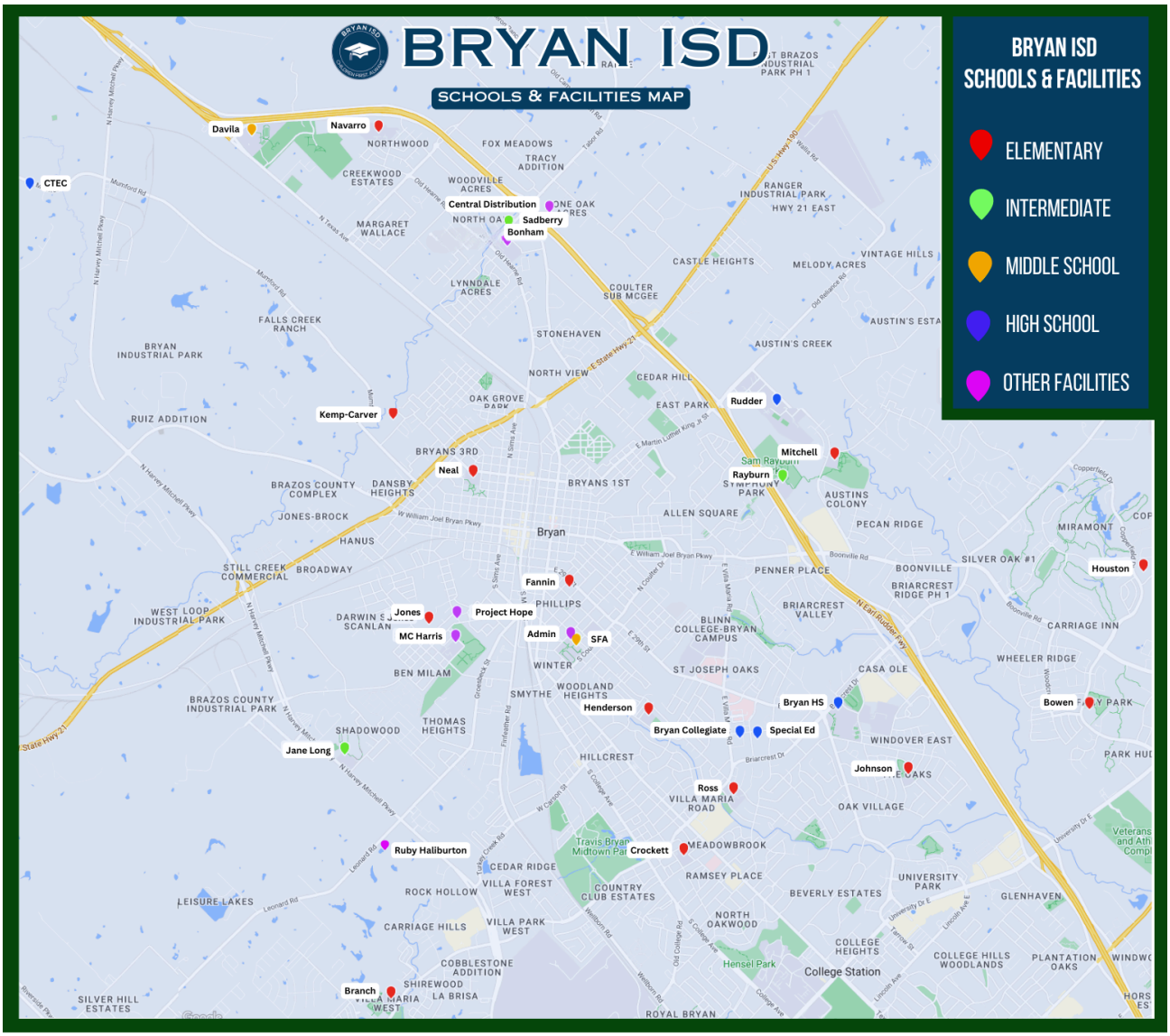
This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies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

Handbook Online

Board Policy Online

If you have difficulty accessing the information in this document because of a disability, please email the district webmaster, Chelsea Katz, at chelsea.katz@bryanisd.org.

District Map



BRYAN ISD SCHOOLS & FACILITIES

ELEMENTARY

BONHAM
3100 WILKES ST.
BOWEN
3870 COPPERFIELD DR.
BRANCH
2040 W. VILLA MARIA
CROCKETT
401 ELM AVE.
FANNIN
1200 BAKER AVE.
HENDERSON
801 MATOUS ST.
HOUSTON
4501 CANTERBURY DR.
JOHNSON
3800 OAK HILL DRIVE
JONES
1400 PECAN ST.
KEMP-CARVER
750 BRUIN TRACE
MITCHELL
2500 AUSTIN'S COLONY PKWY.
NAVARRO
4619 NORTHWOOD DR.
NEAL
801 W. MARTIN L. KING
ROSS
3300 PARKWAY TERRACE

INTERMEDIATE

LONG
1106 N. HARVEY MITCHELL PKWY.
RAYBURN
1048 N. EARL RUDDER FWY.
SADBERRY
3208 WILKES ST.

MIDDLE SCHOOL

DAVILA
2751 N. EARL RUDDER FWY.
SFA
800 S. COULTER DR.

HIGH SCHOOL

BRYAN COLLEGIATE
1901 E. VILLA MARIA RD.
BRYAN HIGH SCHOOL
3450 CAMPUS DR.
MC HARRIS
1201 RIDGEDALE ST.
RUDDER HIGH SCHOOL
3251 AUSTIN'S COLONY PKWY.

OTHER

ADMINISTRATION
801 S. ENNIS ST.
CENTRAL DISTRIBUTION
1920 N. EARL RUDDER FWY.
PROJECT HOPE
1400 BECK ST.
SPECIAL EDUCATION
1307 MEMORIAL DRIVE
CAREER AND TECHNICAL EDUCATION COMPLEX (CTEC)
6753 MUMFORD RD.
RUBY HALIBURTON AUXILIARY COMPLEX
3851 LEONARD RD.

DISTRICT INFORMATION

Description of the District

Bryan ISD covers 453 square miles in Brazos and Robertson counties and is the largest employer in Bryan. The district employs some 3,090 employees and has a monthly payroll of approximately $7.9 million. Approximately 16,000 students attend Bryan ISD.

Mission Statement, Goals, and Objectives

Policy AE

Our Vision: Children First. Always.

Our Mission: Bryan ISD, through innovation and choice in educational offerings, will provide positive experiences that ensure high school graduation and post-secondary success.

Our Guiding Principles:

1. We **commit** to serving the minds and hearts of our children, families, staff, and community by modeling the Essential 8.
    - Kindness
    - Tolerance
    - Gratitude
    - Philanthropy
    - Work Ethic
    - Optimism
    - Courage
    - Leadership
2. We **provide** a safe and inclusive environment so that every member of the school community can thrive.
3. We **lead** by developing relationships built on trust and by instilling pride in our staff and students.
4. We **measure** our success by the way we educate and celebrate the whole child.
5. We **value** the diversity and unique gifts represented throughout our school community.
6. We **model** servant leadership with integrity, service, and commitment.

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 – five from single-member districts and two from the community at large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Joel Bryan — President
- Felicia Benford — Vice-President
- Ruthie Waller — Secretary
- Dr. Julie Harlin-Wolf — Member
- Tim Pavlas — Member
- David Stasny — Member
- David Stennis — Member

The board usually meets at regularly scheduled times each month in the boardroom of the BISD Administration building. In the event that large attendance is anticipated, the board may meet at any suitable location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and the BISD Administration building at least three business days 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 sessions 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.

All regularly scheduled times and dates for board meetings are published online on the Bryan ISD website at https://www.bryanisd.org/page/board-meetings

District Initiative: Essential 8

Essential 8 is a Bryan ISD initiative designed to develop and strengthen 8 core character traits in both students and staff. We will focus on one particular character trait during each month of the school year, with all students and teachers engaging in lessons related to those traits. Lessons are provided to campuses along with campus group supplemental activities that meet each campus' specific needs.

The lessons will follow this schedule:



School Calendar

Bryan ISD 2026-2027 Calendar

JULY 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	[12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18]	19
20	[21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30]	31

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18]	19
20	21	22	23	24	25	26
27	28	29	30	31		

July
2 ..... Independence Day Holiday
29-30 ..... New Teacher Institute

August
3 ..... Staff Development/Time Equivalency (TE) Day
4-10 ..... Staff Development
11 ..... Teacher Work Day
12 ..... First Day of Classes/Beginning of 1st Six Weeks

September
7 ..... Labor Day Holiday
21 ..... Beginning of 2nd Six Weeks
28 ..... Staff Development
28 ..... Parent Conference Day (Elem., Interm. Only)

October
12-13 ..... Staff Development/Time Equivalency (TE) Day
14-16 ..... Campus Holidays

November
2 ..... Staff Development
3 ..... Beginning of 3rd Six Weeks
23-27 ..... Thanksgiving Holiday Break

December
17 ..... Early Release - Middle Schools & High Schools Only
18 ..... Early Release - All Students/End of First Sem.
21-31 ..... Winter Break Holiday

January
1-4 ..... Winter Break Holiday
5 ..... Teacher Work Day
6 ... First Day of Classes 2nd Sem./Beginning of 4th Six Weeks
18 ..... Martin Luther King, Jr. Day Holiday

February
11-12 ..... Staff Development
22 ..... Beginning of 5th Six Weeks

March
15-19 ..... Spring Break Holiday
26 ..... Good Friday Holiday

April
12 ..... Beginning of 6th Six Weeks
30 ..... Staff Development

May
25 ..... Early Release - Middle Schools & High Schools Only
26 ..... Early Release - All Students/End of Second Sem.
27 ..... Teacher Work Day
27 ..... MC Harris Graduation
28 ..... Bryan Collegiate HS Graduation
29 ..... Bryan HS/Rudder HS Graduation
31 ..... Memorial Day Holiday

- Holiday - Students and Staff
- Campus Holidays - Students and Campus Staff < 226
- Optional Holiday/Non-Duty for 226+
- Staff Development Student Holiday
- Staff Development/Time Equivalency (TE) Day Student Holiday
- Parent Conference Day (Elem., Int. Only)
- Teacher Work Day Student Holiday
- MC Harris Graduation
- Early Release - MS and HS Only
- Early Release - All Students
- First Day of Semester Classes
- [Beginning of Six Weeks
-] End of Six Weeks
- New Teacher Institute
- Summer Hours, District Closed
- Bryan Collegiate HS Graduation
- BHS/RHS Graduation

First Semester: 80 Days
1st Six Weeks: 27
2nd Six Weeks: 24
3rd Six Weeks: 29

Second Semester: 91 Days
4th Six Weeks: 30
5th Six Weeks: 29
6th Six Weeks: 32

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	[6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19]	20
21	[22	23	24	25	26	27
28						

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9]	10
11	[12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26]	27	28	29
30	31					

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Campus Instructional Start End Times

	Doors Open	Employee Start Time	Student Start Time	Employee Dismissal	Student Dismissal
High School (9-12)					
Travis Bryan High	7:45 AM	7:45 AM	8:30 AM	4:15 PM	4:05 PM
James E Rudder	7:45 AM	7:45 AM	8:30 AM	4:15 PM	4:05 PM
Bryan Collegiate*	7:25 AM	7:25 AM	7:45 AM	3:55 PM	3:35 PM
MC Harris**	7:30 AM	7:50 AM	8:20 AM	4:20 PM	3:45 PM
MS and HS DAEP	7:00 AM	7:15 AM	7:30 AM	3:45 PM	3:10 PM
CTEC	7:45 AM	7:50 AM	8:00 AM	4:20 PM	3:45 PM
JJC			7:30 AM		4:00 PM
JJAEP			7:00 AM		3:00 PM
*Bryan Collegiate's schedule is aligned with Blinn College with a 1:50 p.m. early dismissal on Friday. **MC Harris' half-day start/end time is 12:32 p.m.					
Middle School (7-8)					
Stephen F Austin	7:45 AM	7:45 AM	8:30 AM	4:15 PM	4:05 PM
Arthur Davila	7:45 AM	7:45 AM	8:30 AM	4:15 PM	4:05 PM
Intermediate School (5-6)					
Jane Long	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:10 PM
Sam Rayburn	7:00 AM	7:00 AM	7:30 AM	3:30PM	3:10 PM
OW Sadberry	7:00 AM	7:00 AM	7:30 AM	3:30PM	3:10 PM
Elementary (Pre-K-4)					
Bonham	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Bowen	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Branch	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Crockett (DL)	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Fannin	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Henderson (DL)	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Houston	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Johnson (DL)	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Jones	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Kemp/Carver	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Mitchell	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Navarro	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Neal	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Ross (GT)	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Elementary DAEP	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM
Intermediate DAEP	7:00 AM	7:00 AM	7:30 AM	3:30 PM	3:05 PM

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.

Auxiliary Service Center:	979.209.7100
Bryan ISD Information:	**979.209.1000**
Benefits:	979.209.1092
Bilingual Education:	979.209.1024
Business Services:	979.209.1005
Communications:	979.209.1020
Custodial Supervisor:	979.209.7099
Emergency Maintenance:	**979.209.7000**
Human Resources:	979.209.1084
Maintenance:	979.209.7100
Payroll:	979.209.1017
Risk Management:	979.209.1133
Safety & Security:	979.209.1114
School Leadership:	979.209.1075
School Nutrition Services:	979.209.7052
Special Education:	979.209.2780
Student Services:	979.209.1076
Technology Help Desk	**979.209.1175**
Technology Services:	979.209.1170

District Campus Directory

Bryan Independent School District
Ginger Carrabine, Superintendent
BISD Administration Building
801 South Ennis ● Bryan, TX 77803 ● 979 209-1000
www.bryanisd.org

1. **Bryan High School (9-12)** Dr. Gregory Bowhuis, Principal 3450 Campus Drive, Bryan, TX 77802 979-209-2400 FAX 979-209-2402	12. **Crockett Elementary (PreK-4)** Debi Ehrhardt, Principal 401 Elm Avenue, Bryan, TX 77801 979-209-2960 FAX 979-209-2965	23. **Mary Catherine Harris School** Rebecca Ryberg, Principal Milam Building 1201 Ridgedale St, Bryan, TX 77803 979-209-2812 FAX 979-209-2813
2. **Rudder High School (9-12)** Rachel Layton, Principal 3251 Austin's Colony, Bryan, TX 77808 979-209-7900 FAX 979-209-7901	13. **Fannin Elementary (PreK-4)** Linda Taplette, Principal 1200 Baker Avenue, Bryan, TX 77803 979-209-3800 FAX 979-209-3826	24. **Career Tech Complex** Laura King, Director 6753 Mumford Rd, Bryan TX 77807 979-209-2608
3. **Bryan Collegiate High School (9-12)** Dr. Desiree Caperton, Principal 1901 E Villa Maria Rd, Bryan, TX 77802 979-209-2790 FAX 979-209-2791	14. **Henderson Elementary (PreK-4)** Daniela Garza-Ramirez, Principal 801 Matous Street, Bryan, TX 77802 979-209-1560 FAX 979-209-1566	25. **Adult Learning Center** Becky Collet, Coordinator 1700 Palasota Drive, Bryan, TX 77803 979-209-7040 FAX 979-209-7041
4. **Stephen F. Austin Middle School (7-8)** Rebecca Luna, Principal 800 S Coulter Dr, Bryan, TX 77803 979-209-6700 FAX 979-209-6741	15. **Houston Elementary (PreK-4)** Mandy Wells, Principal 4501 Canterbury Drive, Bryan, TX 77802 979-209-1360 FAX 979-209-1364	**26. Central Distribution Center** 1920 N. Earl Rudder, Bryan, TX 77808 ● AlphaBEST After School Program Teelah Rhodes, Area Manager 979-209-7085 or 979-209-7086 FAX 979-209-7087 ● Warehouse John Bennett, Supervisor 979-209-7077
5. **Arthur L. Davila Middle School (7-8)** Sara Rueda, Principal 2751 N. Earl Rudder Frwy Bryan, TX 77803 979-209-7150 FAX 979-209-7151	16. **Johnson Elementary (PreK-4)** Laura De La Rosa, Principal 3800 Oak Hill Drive, Bryan, TX 77802 979-209-1460 FAX 979-209-1462	
6. **Long Intermediate School (5-6)** Michael Gibson, Principal 1106 N. Harvey Mitchell Pkwy Bryan, TX 77803 979-209-6500 FAX 979-209-6566	17. **Jones Elementary (PreK-4)** Demetrius Darnell, Principal 1400 Pecan Street, Bryan, TX 77803 979-209-3900 FAX 979-209-3912	27. **BV Regional Day School for the Deaf** Melinda Gandrud, Supervisor 979-209-2745 FAX 979-209-2766
7. **Rayburn Intermediate School (5-6)** Whitney Foreman, Principal 1048 N. Earl Rudder Frwy Bryan, TX 77802 979-209-6600 FAX 979-209-6611	18. **Kemp-Carver School (PreK-4)** Alison Boggan, Principal 1601 W. Martin L. King, Bryan, TX 77803 979-209-3700 FAX 979-209-3701	28. **Disciplinary Alternative Education Program** Sheri Parker, Principal 979-209-2760 FAX 979-209-2754
8. **Sadberry Intermediate School (5-6)** Dr. Alma Velez, Principal 3100 Wilkes Drive, Bryan, TX 77803 979-209-1200 FAX 979-209-1218	19. **Mitchell Elementary (PreK-4)** Jessica Pany, Principal 2500 Austin's Colony, Bryan, TX 77808 979-209-1400 FAX 979-209-1420	29. **Special Education** Dr. Catherine George 1307 Memorial Drt, Bryan, Texas 77802 979-209-2780 FAX 979-209-2789
9. **Bonham Elementary (PreK-4)** Jacklyn Nacianceno, Principal 3100 Wilkes Drive, Bryan, TX 77803 979-209-1200 FAX 979-209-1218	20. **Navarro Elementary (PreK-4)** Tara Hunter, Principal 4619 Northwood Drive, Bryan, TX 77803 979-209-1260 FAX 979-209-1270	30. **Ruby Haliburton Complex** ● School Nutrition Services Sandra Baxter, Director 979-209-7052 FAX 979-209-7060 ● Transportation Bryant Washington, Director 3851 Leonard Rd, Bryan, TX 77807 979-209-7130 FAX 979-209-7140
10. **Bowen Elementary (PreK-4)** Kimberly Guess, Principal 3870 Copperfield Drive, Bryan, TX 77802 979-209-1300 FAX 979-209-1306	21. **Neal Elementary (PreK-4)** Juanita Ontiberos, Principal 801 W. Martin L. King, Bryan, TX 77803 979-209-3860 FAX 979-209-3863	
11. **Branch Elementary (PreK-4)** Ashley Lopez, Principal 2040 W. Villa Maria, Bryan, TX 77807 979-209-2900 FAX 979-209-2910	22. **Sul Ross Elementary (PreK-4)** Amy Thommann, Principal 3300 Parkway Terrace, Bryan, TX 77802 979-209-1500 FAX 979-209-1513	31. **Project Hope** Meagan Meekma, Homeless Education Coord. 1901 East Villa Maria, Bryan TX 77803 979-209-7040 FAX 979-209-7049

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

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

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Shay Sicinski. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees with concerns regarding discrimination on the basis of a disability: Shay Sicinski, Director of Human Resources at 979-209-1087.

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

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS

publication Employment after Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Contract and Non Contract Employment

Policy DC series

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

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

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

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. 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 a one-year 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 action 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 Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Shay Sicinski, Director of Human Resources, at 979-209-1087 if you have any questions regarding certification or licensure requirements.

A public school employee must have the appropriate credentials for his or her current assignment unless the appropriate permit has been issued. The credentials appropriate to each assignment are set forth in the State Board for Educator Certification (SBEC) rules at 19 Administrative Code Chapter 231. The following link, Texas Administrative Code Chapter 231-233, indicates where the credentialing requirements for various positions are located in the SBEC rules.

The District shall make every effort to hire teachers with appropriate state certification. However, at the written request of the principal at a secondary campus for an instructor without state certification in a particular subject area, the District shall be exempt from state certification requirements for secondary teachers. The Superintendent shall have the authority to approve a written request by the principal at a secondary campus for an individual without the requisite state certification in a particular subject area to teach one or more courses in accordance with the District's innovation plan.

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

Human Resources if you have any questions regarding re-verification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

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

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Transportation or Human Resources.

Health Safety Training

Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another

authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Executive Director of Human Resources by the first day of starting the assignment that carries this requirement.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Executive Director of Human Resources by the first day of starting the assignment that carries this requirement.

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 during the voluntary employee transfer application window, usually available from February to March. A teacher requesting a transfer to another campus before the school year begins must submit his or her request form on or before the deadline stipulated on the form. You will be contacted for an interview if a principal is interested in transferring you to his/her campus for the next school year. If you are recommended for a position and accept, the transfer recommendation will be sent to Human Resources for processing.

Please be advised that completing a transfer request form does not guarantee that your request will result in a new position/campus transfer. 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 Executive Director of Human Resources 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. The expectation of campus-based personnel is to report to work 30 minutes before school starts and continue 30 minutes after school is dismissed.

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 of 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. See Overtime Compensation for additional information.

Paraprofessional workweek. Paraprofessional employees are considered non-exempt employees under the guidelines of the Fair Labor Standards Act (FLSA). To comply with the FLSA, paraprofessionals, auxiliary workers, and temporary workers are required to clock in and clock out detailing the hours worked each week. The work week for paraprofessionals, Auxiliary, and Food Service employees begins each Sunday and runs through Saturday.

Each campus-based paraprofessional's workday schedule shall be established by the principal based on the needs of the campus/department. Schedules may vary among paraprofessionals on a campus/department. Each paraprofessional is expected to work up to 40 hours each week.

Non-campus-based paraprofessionals have an 8:00 a.m. to 5:00 p.m. workday unless otherwise approved by their supervisor. The workday allows for an unpaid one-hour lunch period.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Shay Sicinski, Director of Human Resources at 979-209-1087, and identifying an adjustment or change at work that is needed because of a disability.

Upon receiving the reasonable accommodation request, HR or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Work Calendar

Bryan ISD 2026-2027 Employee Work Calendars			
# of Days	**Contract Start**	**Contract End**	**Holidays/Non-Working Days**
186	8/3/2026	5/26/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027
187	8/3/2026	5/27/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027
192	7/28/2026	5/28/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027
195	7/23/2026	5/28/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027
196	8/5/2026	5/27/2027	Labor Day 9/7/2026, Fall Break 10/13/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026 Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Non Work/Non Paid 4/30/2027
197	7/24/2026	6/3/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027
198	8/3/2026	5/27/2027	Labor Day 9/7/2026, Fall Break 10/13/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026 Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Non Work/Non Paid 4/30/2027
202	7/20/2026	6/4/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027
202 IC	7/23/2026	6/9/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027
207	7/13/2026	6/4/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/1/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027
210	8/3/2026	6/11/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026 Winter Break 12/21/2026-1/1/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027
212	7/13/2026	6/11/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027
220	7/13/2026	6/23/2027	Labor Day 9/7/2026, Fall Break 10/14/2026-10/16/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027
226	7/1/2026	6/30/2027	Independence Day 7/2/2026, Labor Day 9/7/2026, Thanksgiving 11/23/2026-11/27/2026, Winter Break 12/21/2026-1/4/2027, Martin Luther King Day 1/18/2027, Spring Break 3/15/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027
260	7/1/2026	6/30/2027	Independence Day 7/2/2026, Labor Day 9/7/2026, Thanksgiving 11/26/2026-11/27/2026 Winter Break 12/23/20026-12/25/2026, 12/31/2026, 1/1/2027, Martin Luther King Day 1/18/2027 Spring Break 3/18/2027-3/19/2027, Holiday/Good Friday 3/26/2027, Memorial Day 5/31/2027

Employees: # of days can be found in Skyward Employee Access>Employee> Employee Profile>Position under Assignment Details.
If you need help accessing Skyward please call Helpdesk 1175

Hiring Managers: # of days can be found in Skyward in your Campus Employee List Tile>Postion Type Code Column

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 non-exempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Shay Sicinski, Director of Human Resources, at 979-209-1087.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Shay Sicinski, Director of Human Resources, at 979-209-1087, to begin the interactive process.

Reasonable Assurance of Employment

Policy CRF [LOCAL]

The District shall issue letters of reasonable assurance, as appropriate, to non-exempt employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year.

Supervision of Relatives

Policy DK

A person in a supervisory position shall avoid all appearances of impropriety and shall not directly or indirectly supervise a relative. For purposes of this policy, a relative shall be defined as described in the nepotism statute. [See DBE (LEGAL) and (EXHIBIT)] An employee, whether newly hired or considered for a reassignment, shall not be assigned by the District in any full-time, part-time, or temporary position when the employee would directly or indirectly be supervised by, or be supervisory to, a current District employee who is related to the applicant. When a person in a supervisory position would directly or indirectly be supervised by, or be supervisory to, a relative, one of the parties shall be transferred to another position within the District for which he or she is qualified as soon as such a position is available. Failure to disclose a relative to the degrees listed in the nepotism statute may result in disciplinary action, up to and including termination.

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 an uncertified substitute, inappropriately certified teacher, or an uncertified teacher. 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, including substitutes. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status may contact Shay Sicinski, Director of Human Resources, at 979-209-1087.

Outside Employment and Tutoring

Policy DBD

All 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.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for *any* business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a Superintendent, Assistant Superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact Human Resources for more information.

Performance Evaluation

Policy DN, DPB series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually.

Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Bryan 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 Ginger Carrabine, Superintendent.

District Educational Improvement Council (DEIC). In compliance with Education Code 21.930, the district designates the Superintendent's forum to serve as a District Educational Improvement Council (DEIC) of campus-based professional staff to advise the Board or its designee in establishing and reviewing the district's educational goals, objectives, and major District classroom instructional programs identified by the Board or its designee. DEIC meets a minimum of four times a year outside the regular school day. Requests for agenda items are sent out prior to each meeting. Agendas are shared with each campus, district members, and community members prior to the meetings. Minutes are sent to each committee member. Anyone who wishes to place an item on the agenda should contact the campus/building representative or committee chairperson. Further information may be obtained by reviewing Board Policy BOA (Local).

General requirements of the DEIC. An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the DEIC (See also DGA). Two-thirds of the council members shall be classroom teachers. The remaining representatives shall be other campus-based professional staff. Representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee.

Composition of the DEIC. The council shall consist of:

- One representative from each campus, district-level professional staff, parents, business, and the community.
- At least two-thirds of the district and campus professional staff shall be classroom teachers.
- The remaining one-third shall be professional non-teaching district and campus-level staff.

Teachers who are full-time employees shall be elected from their campuses with the election conducted by a campus committee appointed by the principal. Non-teaching, professional, campus-based staff shall be elected by all those eligible to serve by an election conducted by a district committee appointed by the Superintendent or designee.

Staff Development

Policy DMA

Staff development shall be predominantly campus-based, related to achieving campus performance objectives, and developed and approved by the campus-level committee to improve education in the district. A district may use district-wide staff development that has been developed and approved through the district-level decision process.

Time Equivalency Day. Employees have an opportunity to earn additional days off during the school year by completing professional development on their own time. Employees should ask their current supervisor for specific Time Equivalency Day information for the current school year.

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

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 semi-monthly. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation.)

All employees can access notice of their pay and work schedules by logging into the Skyward Employee Access (EA). 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.

Pay schedules are as follows:

- Employees working 226 - 260 days are paid July through June.
- Auxiliary 10-month Custodians, Campus Monitors, and other employees working 192 - 220 days are paid August through July.
- Teachers, Instructional Assistants, Auxiliary School Nutrition, Auxiliary Transportation, and other employees working 186 – 196 days are paid from September through August.
- Tutor/Temp and Substitutes are paid from September through June.

No employee with a less than satisfactory performance evaluation shall receive a pay increase per Policy DEA (local). Employees should contact Human Resources for more information about the district's pay schedules or their own pay.

Teacher Incentive Allotment (TIA)

HB 3 in the 86th Texas Legislature included a massive increase in teacher pay. The TIA was established by HB 3 with a stated goal of a six-figure salary for teachers. TIA funds help Texas school systems reward, retain, and recruit highly effective teachers. The funding formula prioritizes high needs and rural campuses.

Districts can now create compensation plans based on teacher effectiveness and student equity. This new model creates a path for outstanding teachers to earn a six-digit figure salary, thus reducing the desire for highly effective teachers to leave the classroom.

Learn more about the TIA in Bryan ISD at: https://www.bryanisd.org/page/teacher-incentive-allotment

Paychecks

All employees of the District are paid semi-monthly on the 15th and last day of the month unless otherwise specified on the payroll calendar. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statements and should contact Payroll they have any questions. Paycheck wage statements are available in the Skyward Employee Access.

Employees who have misplaced their payroll check or did not receive it as delivered by the U.S. Postal Service must wait 5 business days until the district will reissue a replacement check. If there is a forwarding address, allow 10 business days before a reissue. The district highly encourages the use of direct deposit to solve this issue.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. If you have questions concerning your individual pay voucher, please contact either the Payroll Office or Human Resources.

Automatic Payroll Deposit

The district expects employees to have automatic payroll deposits. Employees can have their paychecks electronically deposited into a checking and/or savings account. Any employee may specify a specific dollar amount to one account and the balance in another. A notification period of two (2) pay periods is necessary to activate this service. Forms are available online in Team Connect and at the Payroll department. Contact Payroll for more information about the automatic payroll deposit service. All changes for direct deposit should be turned in to the Payroll Department 7 days before payday. Check stubs are available in Skyward Employee Access. .

Payroll Dates

Bryan I.S.D. 2026-2027 Payroll Dates		
Reporting Period	**Timesheets & Supplemental Pay Due in Payroll**	**Pay Date**
July 01 to July 11	Wednesday 07/15/2026	7/31/26
July 12 to July 25	Wednesday 07/29/2026	8/14/26
July 26 to August 8	Wednesday 08/12/2026	8/31/26
August 9 to August 22	Wednesday 08/26/2026	9/15/26
August 23 to September 12	Wednesday 09/16/2026	9/30/26
September 13 to September 26	Wednesday 09/30/2026	10/14/26
September 27 to October 10	Tuesday 10/13/2026	10/30/26
October 11 to October 31	Wednesday 11/04/2026	11/13/26
November 1 to November 14	Monday 11/16/2026	11/30/26
November 15 to November 28	Wednesday 12/02/2026	12/15/26
November 29 to December 12	Monday 12/14/2026	12/31/26
December 13 to January 2	Wednesday 01/06/2027	1/15/27
January 3 to January 16	Wednesday 01/20/2027	1/29/27
January 17 to January 30	Wednesday 02/03/2027	2/12/27
January 31 to February 13	Wednesday 02/17/2027	2/26/27
February 14 to February 27	Monday 03/01/2027	3/12/27
February 28 to March 13	Monday 03/22/2027	3/31/27
March 14 to March 27	Wednesday 03/31/2027	4/15/27
March 28 to April 10	Wednesday 04/14/2027	4/30/27
April 11 to May 1	Monday 05/03/2027	5/14/27
May 2 to May 15	Wednesday 05/19/2027	5/28/27
May 16 to May 29	Wednesday 06/02/2027	6/15/27
May 30 to June 12	Wednesday 06/16/2027	6/30/27
June 13 to June 26	Wednesday 06/30/2027	7/15/27
June 27 to June 30	Wednesday 07/15/2027	7/31/27

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax is 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 to include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities and optional retirement plans; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions such as Brazos Valley United Way and the BISD Education Foundation. Salary deductions are automatically made for unauthorized or unpaid leave.

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

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

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or non-exempt for purposes of overtime compensation. 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 up to and including termination.

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

Earning comp time should be "the exception, not the general rule." Prior approval from the supervisor or principal is required should situations arise where the employee would work more than 40 hours during any given work week. Any comp time earned should be taken, with permission of the supervisor, as quickly as possible.

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

- The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.
- Compensatory time earned by non-exempt employees may not accumulate beyond a maximum of 40 hours.
- Upon reaching 40 hours, the employee shall be paid equivalent to 24 hours. The employee and supervisor shall schedule the use of the remaining balance.
- Use of comp time is at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).

- All regular employees will utilize the district-supported timekeeping application for the purpose of wage & salary administration.

Upon resignation, the employee is paid for all compensatory time accumulated.

Upon transfer from one campus or department to another within the District, or upon separation from the District, the employee shall be paid for all compensatory time accumulated.

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. Travel outside the State of Texas must also be pre-approved by the district Superintendent. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage, in accordance with established reimbursement policy distributed through BISD Business Services. See the Business Office Procedure Handbook for additional information located in Team Connect: Procedure Guide under Financial Information.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to employees who work at least 20 hours per week unless the employee is a bus driver. A bus driver is eligible for benefits if they work at least 16 hours per week. The district's contribution to employee benefit premiums is determined annually by the Board of Trustees. Detailed descriptions of benefit coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled Employee Benefits Handbook and on the District's website (www.bryanisd.org) under the Benefits tab.

The health benefit plan year is January through December. New employees must complete enrollment forms within the first 31 days of employment following the first date of employment. Current employees can make changes in their benefit coverage during the District's annual open enrollment. The District's annual open enrollment dates are announced each year just prior to the open enrollment period. The annual open enrollment period generally begins the first full week of each November and ends the Friday before Thanksgiving break. Enrollment dates are subject to change. Employees should contact Employee Benefits at 979-209-1092 for more information.

Supplemental Insurance Benefits
Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs are paid by payroll deduction. Employees are encouraged to contact Employee Benefits at 979-209-1092 for more information.

Cafeteria Plan Benefits (FSA or HSA; Section 125). 125). Employees may be eligible to participate in the Cafeteria Plan (FSA or HSA; 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.,medical, dental, vision, cancer, hospital indemnity, accident, critical illness, health savings accounts and flexible spending accounts). Claims for benefits under these optional benefits plans are received and reviewed by independent carriers. Some benefits are subject to approval/denial based on evidence of insurability by the carrier (i.e., life insurance).

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

Bryan ISD provides coverage for treatment and care for on-the-job injuries and illnesses per the Texas Workers' Compensation Act. Workers' Compensation Insurance helps 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.

If you have an on-the-job injury or illness, it must be reported immediately by the employee to their principal, supervisor, or campus nurse. Employees shall be provided appropriate medical attention as soon as possible. Employees who are unable to work because of a work-related injury must contact Risk Management at 979-209-1133 and will be notified of their rights and responsibilities under the Texas Labor Code by the Risk Management Office.

See Workers' Compensation for information on the use of paid leave for such absences. Workers' Compensation runs concurrently with Family Medical Leave/Temporary Disability Leave.

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 Risk Management at 979-209-1133.

COBRA

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for COBRA benefits. Employees are not eligible to collect COBRA benefits until they are no longer employees of Bryan ISD. Employees can enroll in COBRA benefits for their Medical, Dental, and Vision. Employees who quit or retire can enroll in COBRA benefits for up to 36 months and if employees resign, they can enroll in COBRA benefits for up to 18 months. Employees with questions about COBRA benefits should contact Employee Benefits at 979-209-1133.

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). A substitute not receiving TRS service retirement benefits who works at least 90 days a year is eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at the 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 more information see Employment after Retirement in Texas public schools.

Other Benefit Programs

Policy DEB, FDB, CRG

BISD Admission Pass. Each BISD employee is able to use their district issued ID card for:

- General admission to any regular season, home athletic event (Not accepted at Varsity Football Games)
- Free admission to any play, concert, or other program presented by Bryan Schools. (See restrictions below.)
- Free year-round admission FOR EMPLOYEES ONLY to Bryan Aquatic Center

Restrictions. Pass is not to be used for admission to functions where meals are served (i.e., Feast of Carols, Rudder in the Rotunda) Pass must be returned to the school office or Office of Communications if an employee leaves BISD during the school year.

Employee Assistance Program. Bryan ISD provides a comprehensive Employee Assistance Program to all employees and their eligible dependents at no cost to them. Bryan ISD covers the cost of the initial assessment, additional problem-solving sessions, and referral services. Employees and their dependents get six (6) free sessions with a professional counselor for covered issues. The employee assistance program provides the services of a professional and experienced counselor who can help identify the challenge and, if necessary, refer to the appropriate community resource for assistance. This is a confidential program and may be accessed through direct contact with AllOne Health EAP at 1-888-993-7650.

Transfer of District employee's children. A non-resident student whose parent or legal guardian is an employee of the District and who meets all other criteria for an eligible student may legally transfer to this District. The policy for transfer requests is specified in FDB (Administrative Regulation). Procedures for transfer requests are available on the district's website.

If space permits, children of district employees may attend a campus regardless of their designated attendance zones, under the regulations specified in FDB (Administrative Regulation).

Each approved request is valid unless the parent or guardian's employment with the district is terminated. When the district no longer employs the parent or guardian, the student may continue his or her enrollment in the district until the end of the semester in which the employment termination took place.

Deferred compensation and annuities. Public school employees have the option to enter into tax-sheltered 403(b) or 457 (TCG-HUB Administrators) investments using payroll deductions with those companies meeting the guidelines set forth by TRS law, rule, and the Internal Revenue Code.

If an employee desires to enter into an investment with a company meeting the Internal Revenue Code and approved by TCG-HUB Administrators, the Third-Party Administrator for BISD, the employee must complete a salary reduction agreement with the district setting forth the vendor selection and amount of the deduction. Deductions shall become effective on the first day of the next month following the date of the salary reduction agreement execution date.

The salary reduction agreement will remain in full force and effect unless terminated by written agreement of the employee. Salary reduction agreements can be found under Team Connect under Benefits, then under 403(b)_457 Plan Information_FICA Alternative

LEAVES AND ABSENCES

Policies CRD, DBB, DEC, DECA, DECB, DED, DG

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 Human Resources at 209-1090 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

When an employee is out on protective leave status (Family Medical Leave (FMLA) and/or Temporary Disability Leave (TDL), they should not be performing any tasks or communication that is work-related. This would include responding to work-related emails and attending work-related events (staff development, staff meetings, open house events, etc.).

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

1. Earned compensatory time must be used before any other accrued leave.
2. Unless an employee requests a different order, available leave other than compensatory time will be used in the following order:
    - Local leave (LOC LEAVE)
    - State sick leave accumulated before the 1995–96 school year
    - State personal leave (ST PERSONAL)
    - Local sell-back days earned before June 30, 1992

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

If an employee does not report or request a leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination. If it is determined that an at-will employee has no intention of returning to the job, disciplinary action up to termination for job abandonment will occur. See Termination of Contract employees for procedures related to employees under contract (See DFE legal).

It is the employee's responsibility to confirm the record of their absence in Skyward or Red Rover (if a sub is needed) and/or Time Clock. Employees must make verbal contact with their supervisor if they are absent due to illness of themselves or an immediate family member. Discretionary absences such as state personal, vacation, longevity, or non-duty, must have advance approval from the employee's supervisor at least 5 days in advance of the absence date.

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 definitions of these are found in Policy DECA (LEGAL).

Medical Certification. Any employee who is absent for more than 5 consecutive workdays because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or Superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave. An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

The medical certification must be 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. A fitness for duty form can be located in My Files > ClassLink > Team Connect > Human Resources.

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 healthcare providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

Personal Leave

State law entitles all TRS-eligible 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: non-discretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave 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 five days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary use of leave shall not exceed five consecutive workdays.

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.

Earning Leave. Each employee shall earn state personal leave, in equivalent workdays, at the rate of one per month of employment, up to the statutory maximum of five work days annually. For persons employed 100 percent of the day, not more than five days shall be earned in any one school year. For persons employed for at least 50 percent but less than 100 percent of the day, not more than two and one-half days shall be earned in any one year.

Leave availability. Paid leave shall not be approved for more work days than have been accumulated in prior years plus those earned during the current year. For contract employees, leave for the current year shall be available for use at the beginning of the school year. For all other employees, leave for the current year shall be available as it is earned. When an employee who has used more leave than he or

she has accumulated ceases to be employed by the district, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

> **NOTICE:** Contract employees should be aware the Payroll Department posts the **advanced** state personal and local leave days that may be earned for that contract period on the paycheck stub (e.g., five state personal and five local days for contract employees scheduled to work 187 days). Absences in excess of accumulated paid leave and unexcused absences (e.g., discretionary absence on a staff development day that is not approved by the principal/supervisor) will result in non-paid or "dock days".

Other Absences. Absences for illness in excess of earned leave shall result in a deduction of the daily rate of pay for each workday of absence. Unless otherwise provided, any other absences shall be without pay and shall result in the deduction of the employee's daily rate of pay for each day of absence. When any leave of absence is used for purposes other than those purposes for which it was granted, the leave is subject to review, and the employee may be subject to disciplinary action.

Concurrent Use of Leave. The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.

Compensatory Time

Policy DEAB

A maximum of 40 hours of compensatory time (comp time) may be accrued. After 40 hours have been accrued, the supervisor works with the employee to take time off to bring comp time back down to 24 hours or lower. The District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time down to a balance of 24 hours.

Leave will be used in the following order:

1. Comp time must be used before any other accrued leave
2. Any other accrued leave such as local, or state sick leave accumulated before the 1995-96 school year, state personal leave, and local sell-back days earned before June 30, 1992, may be used in any order.

Paraprofessional staff who leave prior to the fulfillment of a 39-hour work week will be docked comp time to reach the 39 hours.

Upon transfer from one campus or department to another within the District, or upon separation from the District, the employee shall be paid for all compensatory time accumulated.

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Non-Duty Days

Eligibility. Non-duty days are a time when one has permission to be absent from work. The salary for all professional and paraprofessional 12-month employees is based on a 226-day work calendar. The salary is spread evenly over 24 pay periods. The remaining number of days in the year, after subtracting non-paid holidays and weekends, is the number of non-duty days in a given (work) year.

Earned Days. To receive the full 12-month salary including non-duty days, an employee must work all 226 days. An employee who does not work 226 days between July 1 and June 30 will not have earned any non-duty days.

Accumulation. An employee may carry no more than 10 non-duty days from one year to another. Non-duty days shall be used within 12 months of the date earned.

Usage Guidelines. Employees who work a 12-month schedule can use those days at their discretion pending approval of their supervisor.

Payout. The current year's balance, whether earned or not earned, will not be paid out. Paraprofessional and auxiliary employees who work more days than he or she was paid will be paid for those days when they leave the District. An employee can ultimately owe the District if they have been paid for days they did not work because non-duty days are not earned until the calendar term is completed. Accumulated earned prior year non-duty days for 226-day paraprofessionals shall be paid under the following circumstances:

1. changes position from full-time to part-time;
2. reduces his or her work contract below 12 months; or
3. is separated from the District

Vacation

Policy DEC

Twelve-month auxiliary employees earn 1 day of paid discretionary vacation time per month up to seven days each year. Employees are allowed to carry over a limit of 10 unused days.

Paid Longevity Days

Eligibility. The District shall award paid longevity days to eligible employees. The intent of paid vacation is to reward employees for longevity and service to the District. Eligible employees are full-time employees who work 32 hours per week or more in positions requiring 12 months of service and have 10 or more years of consecutive service (using the employee's original employment start date) with the District. Twelve-month positions are defined as work requirements of 226 days or more per contract year.

Earned Days. On July 1 of each year, each employee who was eligible for the preceding school year shall have five days of paid longevity added to his or her leave bank.

Accumulation. Longevity days shall be used within 12 months of the date earned. Accumulated longevity days shall be lost and shall not be paid under the following circumstances:

1. A balance remains after 12 months (or June 30);
2. An employee changes positions from full-time to part-time;
3. An employee reduces his or her work contract below 12 months; or
4. An employee is separated from the District

Usage Guidelines. Longevity days shall be paid at the employee's rate of pay at the time of use. The uses of these days shall be subject to approval by the employee's immediate supervisor and shall be planned so as not to interrupt the normal work requirements. Longevity days shall not be used to extend the last day of work or employment in the event of resignation or termination. In the event an employee is separated from the District and then rehired, eligibility for longevity days must be earned from the most recent hiring date.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

Local Leave

All full-time employees scheduled for 20 hours a week or more and full-time transportation employees scheduled for 15 hours a week or more shall earn five workdays of paid local leave (LOC LEAVE) per school year at a rate of one day per month, to a maximum of five days per school year. Local leave shall accumulate without limit.

Local leave shall be used for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995, including personal or family illness, family emergency, and death in the immediate family. [See DEC (LEGAL)] Local leave is not provided for temporary employees. Absences posted on leave banks may be viewed in Skyward Employee Access.

Other Discretionary Leave

For instructional and campus personnel, all other discretionary leave (other than non-discretionary state personal leave (ST PERSONAL), including longevity leave, non-duty leave, or vacation leave) shall not be taken during the instructional school year. Use of all other discretionary leave shall be approved by the employee's immediate supervisor.

Employees shall be charged leave as used even if a substitute is not employed. Leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year. **All errors and omissions must be reported to Payroll within 30 days of the check date.**

Leave must be used in whole workday and half-workday increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. **Earned comp time must be used before any available paid state and local leave.**

Order in which leave is charged. Earned compensatory time shall be used before any available paid state and local leave. Available leave will be used in the following order:

1. Earned compensatory time must be used before any other accrued leave
2. Unless an employee requests a different order, available leave other than compensatory time will be used in the following order:
    - Local leave (LOC LEAVE).
    - State sick leave accumulated before the 1995–96 school year.
    - State personal leave (ST PERSONAL).
    - Local sell-back days earned before June 30, 1992.

Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

Some support personnel receive paid days for vacation and holidays. Check specific employee calendars for the number and types of paid days. To receive holiday pay, an eligible employee must be physically at work or be on a paid leave status the preceding scheduled work day as well as the post-scheduled work day from that holiday. If an eligible employee is out on unpaid leave status at the beginning of the school year they will not start to accrue days until they have worked at least one month.

School Business Absences

All Bryan ISD employees must limit the number of school business absences to as few as possible. A two-week advance notice is required for all school business absences with definitive justification and approval by the employee's immediate supervisors. All out-of-state travel for school business must have advance approval by the immediate supervisor and the Superintendent. A post-event report/presentation shall be provided by employees who attend a conference or workshop to the employee's colleagues and must be conducted within a reasonable time of return.

Sick Leave Bank and Voluntary Leave Pool

Policy DEC (Local)

The Board authorizes the establishment of a Sick Leave Bank and Voluntary Leave Pool. The BISD Sick Leave Bank is a membership-based bank for employees who contribute days during a specific enrollment period. The Voluntary Leave Pool is a one-time use pool where leave days are donated by

other employees for a specific individual's needs.

The Superintendent or designee shall develop regulations (regulations can be found in My Files > ClassLink > Team Connect > Benefits> Sick Leave Bank) for the operation of the sick leave bank that addresses the following:

1. Membership in the sick leave bank, including the number of days an employee must donate to become a member;
2. Eligibility to activate the Voluntary Leave Pool for a specific individual.
3. Procedures to request leave from the Sick Leave Bank or Voluntary Leave Pool;
4. The maximum number of days per school year a member employee may receive from the sick leave bank and maximum usage of by an employee of the Voluntary Leave Pool;
5. The transfer of the balance of any local leave to the sick leave bank from those employees who separate from employment with the District with the intent to retire;
6. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
7. Other procedures deemed necessary for the operation of the Sick Leave Bank.

All decisions regarding the Sick Leave Bank or Voluntary Leave Pool may be appealed to the Sick Leave Bank committee. After the Sick Leave Bank committee, an appeal may be filed in accordance with DGBA (LOCAL). There may be no appeal beyond the Superintendent. For more information, contact Risk Management (979) 209-1133.

Family and Medical Leave (FML)—General Provisions

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

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

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

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

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

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

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

Am I eligible to take FMLA leave?
You are an eligible employee if all of the following apply:

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

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

- You work for a private employer that had at least 50 employees during at least 20 work weeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?
Generally, to request FMLA leave you must:

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

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

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

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also

covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?
If you are eligible for FMLA leave, your employer must:

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

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

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

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

Where can I find more information?
Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

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

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in a “rolling” 12-month period measured backward from the date of any FMLA leave usage.

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. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

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 the adoption or placement of a child with the employee.

Special Enrollment Period for Newborn Children.Coverage of a newborn child will be automatic for the first 31 days following the birth of your newborn child. For coverage to continue beyond this time, you must notify Employee Benefits at 979-209-1092 within 31 days of birth and pay any required contributions within that 31-day period. Coverage will become effective on the date of birth. If the Claims Administrator is notified through the Employee Benefits office after that 31-day period, the next opportunity for enrollment will be during open enrollment for all employees.

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

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in the 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 who require FML or have questions should contact BISD Human Resources at 979-209-1090 or kasey.merlo@bryanisd.org for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Policy DBB

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, Human Resources should be notified at least 30 days in advance by email or phone at kasey.merlo@bryanisd.org or 979-209-1090. 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.

Non-certified positions. Other full-time professional and paraprofessional employees shall be eligible for temporary disability leave as stated herein. The maximum length of temporary disability leave shall be 180 calendar days or until all paid leave and vacation days, if any, have been exhausted, whichever is greater.

The Superintendent or designee shall have the authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB (LOCAL)]

The District shall make an effort to place a full-time professional or paraprofessional employee returning to active duty after a leave of absence for temporary disability in an assignment at the school or work location where the full-time employee formerly worked, subject to the availability of the same or a similar position. In any event, the full-time employee shall be placed on active duty no later than the beginning of the next school year; however, the assignment may not be in the same or a similar position.

A professional or paraprofessional employee who is unable or unwilling to return to work at the conclusion of his or her temporary disability leave and the exhaustion of all available leave shall be terminated.

Auxiliary positions. The District may grant an auxiliary employee a leave of absence for temporary disability for a maximum of 60 workdays per 12-month period or until all paid leave is exhausted, whichever is greater. A 12-month period shall be measured backward from the date the employee was granted temporary disability.

The Superintendent or designee shall have the authority to place an auxiliary employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB (LOCAL)]

An auxiliary employee returning to active duty after a leave of absence for temporary disability shall be assigned to his or her former position, subject to the availability of the position. In the event the former position is no longer available, the employee shall be assigned to the first available comparable or similar position. If a comparable or similar position does not become available within six weeks from the employee's request to return to active duty, the District shall have no further obligation to return the employee to duty, and the employee's employment shall be terminated.

An auxiliary employee who is unable or unwilling to return to work at the conclusion of his or her temporary disability leave and the exhaustion of all available leave shall be terminated.

Workers' Compensation Benefits

An employee who is absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds eight (8) calendar days. Workers' Compensation runs concurrently with Family and Medical Leave (FMLA) or Temporary Disability Leave, if applicable. Employees receiving workers' compensation wage benefits may choose to use available paid leave (in partial-day increments) to make up the difference between the wage benefits and their pre-injury or pre-illness salary. While an employee is receiving wage benefits, the district will charge available leave proportionately to ensure the employee receives an amount equal to their regular salary.

For questions or concerns regarding Workers' Compensation, please contact Risk Management at 979-209-1133.

Assault Leave

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

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. Assault Leave runs concurrently with Family Medical Leave/Temporary Disability Leave.

Bereavement Leave

Use of state and/or local leave for death in the immediate family shall be available and can be used for the same purpose as state sick leave.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district with 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. Employees who are dismissed from jury duty before noon are expected to report to their workstations in a timely manner. A copy of the release from jury duty or documentation of time spent at the court is required. Send the documentation of the service from the court to Human Resources, kasey.merlo@bryanisd.org. If no documentation is received in the Human Resources department for jury duty, the employee will be docked.

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 related to school business and will not be required to use personal leave. Employees will be required to submit documentation of their need for leave for court appearances.

However, absences for court appearances related to an employee's personal business shall be deducted from the employee's leave balance or taken as leave without pay.

Truancy Court Appearances

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

Religious Observance

Policy DAA

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

Policy DECB

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

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources. 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 Employee Benefits at 209-1092 for details on eligibility, requirements, and limitations.

Payment for Accumulated Leave Upon Separation

Policies DEC

An employee who separates from employment with the District shall not be eligible for payment for accumulated local leave. Local leave is lost upon termination of employment or the last day of employment. Earned state leave will follow the employee to future Texas school district employment upon request of service records.

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

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include an Employee Awards program at the end of the school year.
District Communications

Throughout the school year, the BISD Communications Office publishes newsletters, brochures, flyers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following: Cable TV – Channel 16, Campus Calendars, Inside BISD – The Employee Newsletter, Inside BISD, Website – www.bryanisd.org, Facebook, Twitter, Instagram

COMPLAINTS AND GRIEVANCES

Employee Complaints and Grievances Process
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.

Additionally, employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

The formal process provides all employees with an opportunity to be heard by the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:
https://pol.tasb.org/Policy/Code/225?filter=DGBA

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH, DHA

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 up to and including termination.
- 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, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. 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 the realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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

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

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6. 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 (local)

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

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

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy which includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:
https://pol.tasb.org/Policy/Code/225?filter=DIA

Harassment of Students

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

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is available below:
https://pol.tasb.org/Policy/Code/225?filter=FFH

Termination Of Employment (DF Local). The Superintendent shall serve as the Board's designee to suspend a contract employee without pay, provide written notice that the person's contract is void, and terminate employment as soon as practicable when the District: 1. Receives notice that an individual's certificate has been revoked by the State Board for Educator Certification (SBEC) for reasons that require immediate action by the District; or 2. Becomes aware that a contract employee has been convicted of or has received deferred adjudication for a felony offense. [See also DFAA, DFBA, and DFCA, as appropriate.]
https://pol.tasb.org/Policy/Code/225?filter=DHB

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee first has reasonable cause to believe that the

child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or 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, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

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

Sexual Abuse and Maltreatment of Children

Policy FFG

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in the district improvement plan at https://www.bryanisd.org/page/improvement-plan and the student handbook. 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. Abuse in the Texas Family Code is defined to include any sexual

conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to the Texas Education Agency

Policy DF, DHB, DHC

The conduct of an employee must be reported to TEA within 48 hours 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
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must also be reported not later than the seventh business day after termination or resignation or notice from the principal:

- 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).

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 the 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, CQD

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.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students.

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 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/or legal action. Employees with questions about computer use and data management can contact Technology Services. (See Appendix A)

Personal Use of Electronic Communications

Policy CQ, CY, DHA

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), 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, X, LinkedIn, Instagram, TikTok, Snapchat, etc.). Electronic communication also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit the 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 district and campus trademarks, including names, logos, mascots and symbols or other copyrighted material on social media or in texts 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 Policy DH (LEGAL)]
    - Confidentiality of district records, including educator evaluations and private e-mail 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 Policy DH (LEGAL)]

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

Electronic Communications between Employees, Students, and Parents
Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communication 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 numbers 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 acknowledgment 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 regulations; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* are all forms of 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 social networking website.

- *Communicate* means to convey information and includes 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 Communication*, 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, school psychologists, 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 specified 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:
    - 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 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 the administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
    - in cases of extenuating circumstances, such as returning to campus during the prohibited communication time from an event, the employee may only group-text message students during these hours, or make a public post to a social network site, blog, or similar application, and
    - if the employee uses a text message (not a public post), the employee shall include his or her immediate supervisor as a recipient on each group-text message to the students so that the students and supervisor receive the same message, for each text message addressed to students, and
    - the employee may send a copy of the text message to the employee's district e-mail address.
- 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 DHB]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices
Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will make 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

All employees are 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 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, DHB, DHC

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

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

Moral turpitude includes the following:

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

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

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug Abuse Prevention

Policy DH

Bryan 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 follows:
https://pol.tasb.org/Policy/Code/225?filter=DH
https://pol.tasb.org/Policy/Code/225?filter=DI

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours.

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abuse-prone glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

District Notice Regarding Drug-Free Schools

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C.702(a) (1) (A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies at DH and DHE] 41U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice—from the employee or any other source—the District shall notify the granting agency of the conviction. 41 U.S.C.702(a) (1) (D), (E)

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action

against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 70

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products 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, nicotine 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.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an ecigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

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

Professional Dress Expectations

BISD employees are expected to look professional each day. Our definition of professionalism includes slacks, pants, jeans (rips/holes/distressing free). Tops, shirts, and blouses are free of controversial, political, and religious graphics and language. Shoes of any type may be worn as long as they are job-appropriate. Head coverings may be worn if part of a uniform, for medically related needs or religious purposes.

Certain positions require specialized attire and should be worn as appropriate per your supervisor. Business casual attire should be worn for district-level meetings with non-district visitors. Campuses and departments will designate dress-up days as appropriate for events and visitors.

Participation in theme days is highly encouraged including the following designated district days; Essential 8 Day (celebrated on the 8th day of the month), College Colors Day (the last Wednesday of the month), and Campus Spirit Day (on Friday).

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 the 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 the 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 and policy relating to the 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. Duplications are to be used in the classroom for educational 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.

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.

Use of district resources including work time for political activities is prohibited.

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

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

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Employees with questions or concerns relating to safety programs and issues can contact Rich Himmel, Assistant Director, Safety & Security.

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 Executive Director of Human Resources immediately.

Visitors in the Workplace

Policy GKC

Visitors shall enter and leave a district campus or facility through the main entrance only. Visitors are required to present valid, government-issued identification upon entry. Visitors will be screened through the Raptor Visitor Management system and issued a Visitor sticker before entering a school campus. Authorized visitors will receive directions or be escorted to their destination. The visitor shall leave the

campus or facility through the main entrance, turning in their Visitor sticker before leaving.

If an employee observes a visitor on campus without a Visitor sticker displayed, they should immediately direct the visitor to the office and contact the administrator in charge to advise them of the situation.

Asbestos Management Plan

Policy CSC

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 campus front office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in building workrooms. 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.

Animals in the Classroom Guidelines

Animals are NOT allowed on school grounds unless pre-authorized in writing by the Principal of the school. Animals must be connected to the curriculum. Custodial staff should not be expected to provide care for classroom animals. Animals that are not allowed in schools include, but are not limited, to poisonous animals, dangerous animals, dogs, cats, ferrets, bats, and farm animals. Please see the complete guidelines for animals in the classroom along with the classroom pet request form, which can be found in My Files > ClassLink > Team Connect > Maintenance > Integrated Pest Management > BISD Animals in Classroom Guidelines.

GENERAL PROCEDURES

Exterior Doors and Interior Classroom Doors

In accordance with Texas Education Agency rules, Bryan ISD requires its employees to follow these procedures at all times on school campuses, in the interest of safety and security:

- Exterior doors must be closed, latched, and locked by default.
- An exterior door may be unlocked ONLY if constantly monitored by a present adult with the ability to monitor people entering the building and the ability to immediately return the door to a closed, latched, and locked condition.
- Interior classroom doors must remain closed, latched, and locked by default during instructional time.

Emergency School Closing

Policy EB

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations: WTAW 1620 AM, KBTX-CBS, KAGS-NBC, among others. In addition, such information will be posted at www.bryanisd.org, and distributed to families via ParentLink.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including medical emergencies. Employees should locate evacuation diagrams posted in their work areas and be familiar with Hold, Secure, Lockdown, Evacuate, and Shelter 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 the procedures for their use.

The Bryan ISD Emergency Operations Plan (EOP) is available for all employees to review on the "My Files" app on Classlink, in the "Safety and Security" folder. In addition to the EOP, annexes, and appendices covering response plans for severe weather, active threats, and hazardous materials are located here. All Bryan ISD employees are encouraged to familiarize themselves with the EOP and its annexes and appendices.

Bryan ISD, in partnership with the I Love U Guys Foundation, utilizes the Standard Response Protocol (SRP) as a way to respond to emergency situations. The SRP utilizes five actions; these actions are initiated through a public address announcement. Each of the five actions is followed by specific language to clarify the action to be taken, depending on the type of hazard or emergency situation.

The five Standard Response Protocol (SRP) actions are:

- HOLD! In your room or area. Clear the Halls.
- SECURE! Get inside. Lock outside doors.
- LOCKDOWN! Locks, lights, out of sight.
- EVACUATE! To a specified location.
- SHELTER! Due to a specified hazard.

Employees are encouraged to familiarize themselves with the SRP at www.iloveuguys.org. Additional SRP resources can be found in the "Safety and Security" folder on the "My Files" app on Classlink.

During emergency situations, Remind - a centralized notification system, will be used to alert staff in an emergency situation. Notices will be sent by email and text message. Employees should ensure their personal contact information is correct. Contact Human Resources to update personnel information.

Early Release

On the last day of the fall and spring semesters, all students will be dismissed early. In order to be consistent throughout the District, all campuses will follow the same procedures to ensure that campuses and buildings are accessible until the end of the work day. Campus principals and department leaders must identify personnel that will maintain the buildings until students are safely home.

The campus will develop a semester checkout list so that all staff members understand their duties prior to leaving. The following items must be part of the checkout list:

- All semester exams and student grades must be submitted for the six weeks
- Holiday decorations must be removed and stowed away.
- Classroom pets, if applicable, must be removed from the building.
- Turn off all the lights in your classroom or office.
- Close the blinds, if applicable, in your classroom or office.
- Shut down computers in your classroom or office.
- Turn off any personal appliances in your classroom or office.

Levels of departure:

- 2:00 p.m. – Staff, with the exception of essential staff, may depart if the checkout list is complete and the supervisor has approved. (Essential staff is identified to remain at school to answer telephones, monitor students who have not departed, and make sure the building is ready for the break. Essential staff will also remain at non-campus buildings.)
- 3:00 p.m. – Essential staff may depart with the exception of campus principals or designees and department supervisors.
- 4:00 p.m. – Campus principals and department leaders will remain at the campus to hear the “all clear” call from transportation and to ensure that students have departed the campus. (No student should be left unsupervised.)

Paraprofessional staff who leave prior to the fulfillment of a 39-hour work week will be docked comp time to reach the 39 hours.

Professional staff- there is an expectation that professional staff has accumulated “comp” time by coming early and/or staying late at some point during the semester to account for the early departure.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business office in Skyward through the Requisition for PO. 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. Specific guidelines for purchasing supplies for BISD are located in Team Connect > Business Services > Business Office Procedures LiveBinder. Additional information can be found at https://www.livebinders.com/play/play?id=2553597&backurl=/shelf/my.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office at 209-1084 if there are any changes or corrections to their name, home address, contact telephone number, marital status, or emergency contacts. Information changes regarding beneficiary information should be made with the Benefits and Risk Management 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 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 Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for the release of information under the 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 is responsible for scheduling the use of facilities after school hours. Information regarding facility usage and rentals can be found at https://www.bryanisd.org/page/facilities

Lost Keys

Employees shall not loan keys to anyone, including students. Keys shall not be duplicated for any reason. Broken keys may be replaced by returning the broken key to the maintenance supervisor. Lost keys shall be immediately reported to the supervisor. Employees are responsible for all costs associated with lost keys, which may include changing locksets.

Energy Management Plan

Policy CL

Employees shall abide by the District Energy Management Policy:
The following regulations apply to the district's energy management plan.

1. Air conditioning control system set points shall be no lower than 74 degrees.
2. Heating control system set points shall be no higher than 70 degrees.
3. HVAC systems in each building will start at times necessary to reach set points no earlier than the scheduled start of the school day.
4. HVAC systems in each building will shut down no later than two hours prior to the end of regular custodial shifts.
5. HVAC systems will not run on non-school days without approval from the Superintendent or designee.
6. Doors and windows shall be kept closed at all times.
7. The use of individual space heaters is prohibited.
8. Use of refrigerators and other appliances is restricted to designated staff lunchrooms and workrooms. Use of personal appliances in individual classrooms and offices is prohibited unless approved by the principal for instructional purposes.
9. All computers must have power management software activated or must be turned off when not in use.
10. All lights must be turned off when rooms are not in use. Only designated security lighting will be on at night at times deemed most effective.

Pre-Kindergarten

Policy EHBG

Bryan ISD offers Pre-Kindergarten on all elementary campuses except Johnson – these students are zoned to Bowen. The PreK classrooms provide nurturing and challenging environments to help children develop the skills they need to succeed throughout their school careers. PreK years are a period of rapid growth for a child, and the key concepts they develop in a PreK classroom directly correlate to their future academic success. If space is available, tuition-based PreK is accessible for students who do not meet the state eligibility requirements to attend PreK.

For more information, please visit the Bryan ISD website, call 979-209-1000, or email prek@bryanisd.org.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE, DHB

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

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

The principal is required to notify the Superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- 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 Superintendent is required to report such conduct to SBEC.

Noncontract Employees. Non-contract employees may resign from their positions at any time. A written notice of resignation should be submitted to the 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 or director is required to notify the Superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,

- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The Superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DPA, DPB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees.

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, DHC, DPA, DPB

Non-contract 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, or any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract 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.)

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Prohibition on Diversity, Equity, and Inclusion
Policies DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction
Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit or Separation Procedures

Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire in Eduphoria that provides the district with feedback on his or her employment experience. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided, in a memo from the Superintendent, by mail. This memo and any future correspondences will be sent to the address that is provided in the Eduphoria questionnaire.

All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment. Any debt owed to the district must be cleared at the time of termination. If the debt is not cleared the debt will be deducted from any income owed. If that is not sufficient to clear the debt, the District will bill the terminating employee and will take legal action if it is not cleared within a reasonable amount of time.

Please contact the appropriate department below with questions:

Human Resources	Release of information, and service records (Please note that service records will not be available until after June 30 of each school year.)	979-209-1084
Benefits	Benefits (Insurance, 403b/457 etc.)	979-209-1092
Payroll	Questions regarding paychecks & pay dates	979-209-1017

Reports Concerning Court-Ordered Withholding

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

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

STUDENT ISSUES

Equal Educational Opportunities
Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Bryan ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employees as the Title IX Coordinators to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Dr. Leslie Holtkamp and Linda Montoya, Executive Directors of School Leadership, 979-209-1075. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person.

Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH (LOCAL).

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 by the highest level of management if they are dissatisfied with a principal's response.

For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:
https://pol.tasb.org/Policy/Code/225?filter=FNG

Administering Medication to Students

Policy FFAC, FFAF

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs
Policy FFAC

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

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

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

Student Conduct and Discipline
Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student 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 who have concerns about a particular student's conduct should contact the classroom teacher or campus principal. The Texas Education Code Section 37.018 requires districts to provide all professional employees with a copy of Chapter 37. This section deals with student discipline. A copy of Chapter 37, is available at:
http://www.statutes.legis.state.tx.us/Docs/ED/pdf/ED.37.pdf

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

Note: This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see policy FFH. For reporting requirements related to child abuse and neglect, see policy FFG.

B-Safe provides Bryan ISD students, parents, and community members a safe and anonymous way to report crimes and safety concerns. Secure intelligence, ongoing two-way dialog, and photo/video upload features allow school personnel and law enforcement to receive the most accurate and

up-to-date information to prevent violence and tragedy, create effective interventions, and provide needed resources.

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is available below. https://pol.tasb.org/Policy/Code/225?filter=FFI

Bullying Prohibited. The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Examples: Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and ostracism.

Retaliation. The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples: Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim. A student who intentionally makes false claims, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures. Student Report - To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report - Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. Report Format - A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report. When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct. The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.

The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.

Notice to Parents. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action. Bullying - If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline - A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action - Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers - The principal or designee shall refer to FDB for transfer provisions.

Counseling - The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct - If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal. A student who is dissatisfied with the outcome of the investigation may appeal through policy FNG (LOCAL), beginning at the appropriate level.

Records Retention. Retention of records shall be in accordance with policy CPC (LOCAL).

Access to Policy and Procedures. This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

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.

OTHER EMPLOYMENT ISSUES

Substitutes

Substitutes are employed by a partner company, Educational Staffing Solutions, or ESS. Classroom teachers are asked to notify the principal and report the absence(s) to the automated system as soon as possible to obtain a substitute but no later than 6 am of the absence date. Lesson plans and special instructions should be kept in a folder and left in the teacher's desk where they will be easy to find. If the desk is locked, provision should be made for a key for the substitute to use. The information included in the folder should be:

- seating charts,
- attendance record form
- any grouping and instructional services that are expected
- a brief summary of routing for lunch/lunch dismissal
- special duty schedule and expectations
- fire drill maps/information and active student rosters.

Each classroom teacher will complete a substitute feedback form in Red Rover upon return to duty.

Substitute Duty Hours

The substitute shall be expected to be on duty the entire school day (including conference periods) and to perform all duties of the regular teacher. (From 15 minutes prior to the beginning of school until 15 minutes after students are dismissed.) Please refer to the *Campus Instructional Times*.

Individual campus circumstances may require the assignment of a substitute for only a portion of the school day. Substitutes are also subject to reassignment during the day.

Student Teachers

Student teaching assignments are made cooperatively by the institution of higher education in which the student teacher is enrolled, the supervising teacher, the principal of the school in which the student teacher shall serve, and the BISD Office of Human Resources. Duties and responsibilities, which may be assigned to student teachers, include any duty or responsibility granted by the district to certified teachers generally or any school program duty or responsibility granted to the supervising teacher. It may not include administering corporal punishment.

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

Reporting/Communication with Parents

Periodic reports to parents of their child's progress are essential. Communication between school and home should take several forms, and each conference and/or contact with parents should be documented.

- Notes may be sent home to explain a student's progress, successes, and/or difficulties.
- Telephone conversations provide a means for sharing either triumphs or problems.
- Formal parent-teacher conferences may be arranged at the school. Parents need to feel comfortable at school and be aware of the physical environment of the classroom.
- Informal parent-teacher conversations may occur at school and/or the marketplace. Teachers should be alert to those opportunities to share a student's accomplishments. However, they should never discuss problems in public but offer to arrange a conference.
- Home visits may be conducted by the teacher. Visits can provide opportunities for the teacher to gain valuable insights into the student's family situation.
- Progress reports will be sent at the end of the first three (3) weeks of a grading period to the parent/guardian of all first-twelve grade students. Appropriate documentation of all attempts to communicate a student's progress shall be kept by the teacher.

When these forms of communication have occurred, the report card should contain nothing that the parent(s) are not already aware of.

Use of Balloons

The use of balloons shall be limited to displays whose purpose **shall not be aerial release**. Releasing balloons into the atmosphere is prohibited. The danger of non-biodegradable balloons to the environment and to wildlife has been proven, and the danger outweighs any educational experience that may be derived from the aerial release of balloons.

Copy Center

The district provides a copy center for teachers to utilize when making classroom and campus copies. Teachers/Staff are required to complete a Copy Center work order request form, get prior approval from the principal (or principal designee), and send it to the Copy Center. An electronic copy center work request can also be completed online. The website for this is www.bisd.iofficeconect.com which you can attach your documents to the electronic work order and send in electronically. If a login is needed for the electronic work order submission, please contact Melissa Martin, by email, and include Name, Grade Level, and Campus in the email. The procedure for online work order requests is to fill in all directions and contact information including due dates, attach your document (s) to be printed, and then fill in the designated approver in the area on the work order request. Once the order is submitted and approved, the Copy Center will complete it and send it back to the campus. Sending in orders electronically will provide a faster turnaround time as it speeds up the process of arrival at the Copy Center. The normal turnaround time for work sent to the Copy Center is 3 working days. If you have any questions, feel free to contact the Copy Center at 209-7090.

Guidance Program

The classroom teacher, through firsthand observation of the student, is the first guidance person in the student's school experience. The teacher provides a learning program that is best suited to the individual needs of the student. Guidance services are coordinated with the regular instructional program for a unified educational program. Certified counselors are assigned to all campuses. They work cooperatively with the teachers in providing for the educational, vocational, and personal/social needs of all students.

The Guidance Program offers counseling, consultation, and referral to assist teachers, administrators, students, and parents. At the secondary level, the counseling staff will provide specific information to students and parents regarding course offerings, graduation requirements, course selections, and college testing programs.

APPENDIX A

Acceptable Use Guidelines for Technology Resources

At Bryan ISD, technology is used as one way to further the educational mission, provide positive educational experiences, and enhance the educational value of the district curriculum. Technology resources include but are not limited to, laptops, desktop computers, mobile devices, tablets, electronic communication, and other emerging technologies.

Acceptable Use. Bryan ISD encourages its students and staff to use technology resources to promote academic excellence. All users are responsible for using district technology resources to support the school district's educational mission. Regardless of the resources used, some expectations must be followed by those who utilize these resources.

The following guidelines will apply to all users of the district's electronic information communications systems. All system activities, including but not limited to mail transmissions and password-protected systems, may be monitored as deemed appropriate to ensure proper system use. Bryan ISD Policy CQ

Disciplinary action may be taken for unacceptable use of technology resources, including but not limited to the network or the Internet. The final decision regarding whether any use of the network or the Internet is acceptable or unacceptable lies with the Superintendent or designee in consultation with the Executive Director of Technology Services or another entity or party designated by the Superintendent.

Ownership and Privacy of Electronic Files. Electronic files created, sent, received, or stored on Bryan ISD owned, leased, administered, or otherwise under the custody and control of Bryan ISD are the property of Bryan ISD and may be subject to open records requests and accessed in accordance with this standard. Electronic files created, sent, received, or stored on Bryan ISD owned, leased, administered, or otherwise under the custody and control of Bryan ISD are not private and may be accessed by Bryan ISD Technology Services staff, as appropriate, without the user's knowledge. Employees should refrain from using their district email addresses for personal accounts, including but not limited to banking, healthcare, home buying, and legal communication.

System Conduct. All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in support of education and academic research and in a manner consistent with the educational mission and objectives of Bryan ISD. Electronic communications between employees and students, inside and outside the district's network, will be limited to school-related business or matters that fall within the employee's professional responsibilities. Some limited personal use is permitted.

Limited personal use of the system shall be permitted if the use:

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

3. Has no adverse effect on an employee's job performance or a student's academic performance

All district-owned technology devices (including, but not limited to, desktops, iPads, and laptops) must remain on the campus they are assigned unless an employee has been authorized by Technology Services to take the device(s) off premises. Employees must have an equipment checkout form on file with Technology Services for each device taken off district property.

Students under 13. The Children's Online Privacy Protection Act (COPPA) is a federal law regulating the online collection of personal information from children under 13. The law generally requires website operators to provide parental notification and obtain parental consent before collecting personal information from these students. However, COPPA also authorizes school districts to provide this consent when the collection of data is for the use and benefit of the school and no other commercial purpose. Bryan ISD will use or recommend specific web-based applications to enhance students' learning experience. A list of the pre-screened online academic resources that may be utilized for instruction can be found at https://portal.classlink.com/bryanisd.

Unacceptable System Conduct. System users will not distribute personal information, pictures, or videos of themselves or others by means of the electronic communications system other than as needed to conduct school operations. Using another person's user ID and/or password is strictly prohibited. The individual whose name a system account is issued will always be responsible for its proper use.

Federal law protects the privacy of a student while attending a public school. No video or photograph taken by a student in an academic setting can be published or disseminated by using the Internet or any other electronic means without the written permission of the student's parents unless the photograph or video is for a class project under the direct supervision of a teacher and is only published in the school building or the district intranet (internal network).

All users of BISD's computers and networks are expected to abide by the generally accepted rules of network etiquette, the Student Code of Conduct, the Student Handbook, or the Employee Handbook. In addition, system users:

1. Will not gain unauthorized access to resources or information.
2. Will not interfere with the proper functioning or the ability of others to use Bryan ISD networks, computer systems, applications, and data resources.
3. Will not use any means to disable or bypass the district's Internet filtering system or other security systems. Users may not create or join unauthorized wireless or wired networks to access or bypass the district's network resources. This includes but is not limited to connecting via another internet provider, establishing wireless access points, wireless routers, and open networks on personal devices.
4. Will not use an electronic device or computer to access, store, send, receive, or post on the Internet anything inappropriate or harmful to an individual or group or in violation of federal, state, or district regulations. This includes, but is not limited to:

- Copyrighted material
- Threatening, embarrassing, harassing, bullying, or racist material
- Any material that is likely to disrupt the learning environment
- Material that is lewd, vulgar, sexually suggestive, obscene, or pornographic
- Material that contains profanity
- Material that violates or promotes the violation of school rules
- Material that violates district policies prohibiting harassment and bullying
- Commercial material or product advertisements
- Political lobbying
- Illegal activities
- Material that may cause legal action or embarrassment to Bryan ISD

5. Are expected to report harassment, threats, hate speech, and inappropriate content that violates this Unacceptable System Conduct policy to a teacher or administrator.

To protect and reserve bandwidth and other resources for educational use, users (including those who are in a school building before or after school) may not:

- install software without prior approval from Technology Services.
- store installers and applications in network storage.
- download or play interactive web games or access streaming media not directly related to an approved BISD curriculum.
- participate in real-time discussions on the network unless for academic or work-related purposes.
- browse the Internet without a curriculum or work-related objective.
- print anything not required by the curriculum or job responsibilities.

Vandalism Prohibited. Any intentional act by a system user that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism. Vandalism, as defined above, will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences pursuant to Board policy and the Student Code of Conduct. Deliberate attempts to degrade or disrupt system performance violate district policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

Consequences of Misuse. Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access, may result in disciplinary action.

The district may suspend or revoke a system user's access to the district's system upon an administrator's determination of a violation of district policy and/or administrative regulations regarding acceptable use.

Termination of a user's access will be effective on the date the principal or district coordinator receives a notice of student withdrawal or revocation of system privileges.

Accounts requiring employee login credentials will be disabled the day after your final workday.
A system user knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the Student Code of Conduct or Employee Handbook.

Disclaimer. Please note that the Internet is a network of many communication and information networks. It is possible that users may run across inaccurate or objectionable material. While Bryan ISD utilizes filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. A user who accesses such material is expected to discontinue the access as quickly as possible and to report the incident to the appropriate supervisor.

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied. The district does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals are those of the providers and not the district.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

Parent Request to Restrict Internet. A parent has the right to request that his or her child be restricted from using the Internet at school. To exercise that right, a parent must contact his or her child's principal to schedule a meeting. In addition to meeting the child's principal, a parent will be required to write a statement reflecting his or her wishes restricting the child's Internet use at school.

Use of Personal Telecommunications or other Electronic Devices
In addition to policy CQ, the following rules will apply to the use of personal telecommunications and/or other electronic devices:

1. Connection of personal devices to the district network will be for the sole purpose of research, assessment, and/ or learning opportunities.

2. Students may utilize their devices in the classroom for educational purposes with prior approval from the teacher. Usage for instruction is up to the discretion of each individual teacher/administrator.

3. Students may utilize their personally owned electronic devices before school, after school, and during their designated lunch shift in accordance with the Acceptable Use Guidelines for Technology Resources.

4. Users will be limited to only the MIT (My Instructional Technology) wireless service that the district has provided, not the wired network.

5. Users may not create or join unauthorized wireless or wired networks to access or bypass the district's network resources. This includes but is not limited to, connecting via another provider (3G/4G/LTE), establishing wireless access points, wireless routers, and open networks on personal devices.

6. Printing from personal technology will not be permitted at school.

7. The district's technology resources will not be used for commercial purposes.

8. When students are not using the devices for approved instructional purposes, the devices must be silenced and put away.

9. The district is NOT responsible for:

    - any damages, injuries, or claims resulting from the use of technology,
    - stolen or damaged personal technology devices
    - the maintenance or repair of any personal technology
    - any cost incurred due to the use of personal technology for either texting or Internet usage charges that occur from the use of a student's personal device. It is the parent's responsibility to make sure their child understands the usage options that are available to them, such as the number of texts.

Any violation of the above guidelines may result in the loss of network and/or technology privileges as well as other disciplinary action(s) in accordance with the Student Code of Conduct.

The district reserves the right to disable all access to MIT wireless service at any time.

Cybersecurity. At least once each year the district shall identify employees and elected and appointed board members who are required to complete a cybersecurity training program certified under Government Code 2054.519.

Network access may be revoked for failure to complete required cybersecurity training.

APPENDIX B

Transportation Resources-Drivers

Driver Requirements. Employees traveling on district business are required to abide by all state and local traffic laws. Campuses and departments should submit updated information to the Transportation Department for any employee who will drive for district purposes.

The following information is required to be on file with the Transportation Department to drive Class C motor vehicles:

- A valid Texas driver's license
- A 3 Year Motor Vehicle Record (reviewed by Transportation)
    - Certain violations will automatically disqualify an individual from driving for district business
    - Individuals with 10 points or greater will be disqualified from driving until the points drop below 6. Based on the school bus driver evaluation point matrix.
    - Driving records are checked annually

Employees with a Texas Commercial Driver License approved to operate a school bus are required to have the following on file with the Transportation Department:

- Requirements must be met to drive Class C motor vehicles
- A license must have the Passenger (P) and School Bus (S) Endorsements
- A School Bus Driver Record (reviewed by Transportation)
    - Certain violations will automatically disqualify an individual from driving for district business
    - Individuals with 10 points or greater will be disqualified from driving until the points drop below 6
    - Driving records are checked annually
- School Bus Driver Certificate
- Medical Examination Certificate (physical)
- General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

Traffic Violations. Employees approved to drive for district purposes must report all traffic citations and written warnings within 24 hours to the Assistant Director of Operations, Transportation.

- If you are ticketed for a speeding violation in a district vehicle and you are exceeding the posted limit by 10 miles or more, you could be subject to disciplinary action up to and including termination.
- An incident is any contact the district vehicle has with an object (moving or stationary) that causes any form of damage and must be reported immediately.
- If the district receives a red light camera citation for a district vehicle assigned to you, you will be responsible for all fees.

Drug Testing. In compliance with federal law (FMCSA 49 CFR Part 382), employees with a CDL who are approved to drive district school buses are subject to pre-employment, random, reasonable suspicion, and post at-fault accident drug and alcohol screening. An accident is any contact the district vehicle has with an object (moving or stationary) that causes any form of damage and must be reported immediately. An employee who fails to provide a testing sample at the request of the District will be subject to disciplinary action up to and including termination.

Transportation Resources - Vehicles and Trips

Video and GPS Systems. Many of our vehicles have been equipped with video and/or GPS systems in order to help protect the students and employees of the District. These systems are useful tools when investigating student management issues and regularly provide supporting evidence for the driver's version of events. Tampering with these systems may render the system inoperable. Instances of tampering with video and/or GPS tracking equipment will be subject to disciplinary action.

Seating Assignment Procedures. A seating chart is required for all trips and shall be submitted with trip documentation. Males are to be separated from the females, males on one side and females on the other. At no time are males and females permitted to sit together.

Vehicle Operations

- All Bryan ISD employees must properly wear their seat belts when traveling on school business.
- Refuel district vehicle upon return from a trip and as needed.
- Conduct pre-trip and post-trip inspections of assigned district vehicles.
- Submit any damages or safety concerns.
- Do not back the vehicle into a parking space; pull forward.
- District vehicles may not be driven on personal errands or home unless approved by the Transportation Director or Assistant Director, as these vehicles are limited by law to serve district students and staff on district business.
- Drivers will not allow students to stand while a vehicle is in motion. All students shall be properly seated. Sitting on the floor or other spaces not designated as a seat is prohibited.
- It is the driver's responsibility to keep the inside of the vehicle clean. Drivers who do not report vandalism such as cut seats or graffiti will be subject to disciplinary action.

In-Transit Rules

- Drivers must be alert and careful at all times.
- The maximum speed on district property is 10 mph regardless of posted speed limit.
- Headlights shall be required to remain on while the vehicle is in motion.
- State law states that the maximum speed for a school bus is 50 mph. The maximum speed for a bus with a DOT inspection is 60 mph. The maximum speed for activity buses (wrapped buses) is 70 mph.
- Making a U-turn is unsafe. Drivers are not to make u-turns in district vehicles for any reason.
- It is not permissible to transport medication, animals, or glass containers in district vehicles.

Employees approved to drive for the district should review the Transportation Department's handbook for in-depth policies and procedures.

APPENDIX C

Copies of Required Policies, Statutes, and Forms

TEC. § 21.294 (d) requires districts to provide each teacher and administrator employed by term contact with a copy of their contract, and upon request, a copy of the district's employment policies.

BISD policies may be viewed under the district website or are available on request from any district administrator's office.

Any of the following may be viewed by looking under School Board & Policies at www.bryanisd.org or http://pol.tasb.org/Home/Index/225.

Specific policy references are as follows:

- BQ - Planning and Decision-Making Process
- CO - Food and Nutrition Management
- DAA - Equal Employment Opportunity
- DB Series - Employment Requirements and Restrictions
- DC Series - Employment Practices
- DEA - Compensation & Benefits: Compensation Plan
- DEC - Compensation & Benefits: Leaves & Absences
- DF - Termination of Employment
- DFA Series - Termination of, or Return to, Probationary Contract
- DFB Series - Termination of Term Contracts
- DFD - Termination of Employment: Hearings Before Hearing Examiner
- DFE - Termination of Employment: Resignations
- DFF - Termination of Employment : Reduction In Force
- DG - Employee Rights & Privileges
- DGBA - Personnel Management Relations: Employee Complaints & Grievances
- DH Series - Employee Standards of Conduct
- DI - Employee Welfare
- DIA - Harassment
- DK - Assignments and schedules
- DN Series - Performance appraisals
- DP Series - Personnel Positions
- FB - Equal Educational Opportunity
- FFG - Student Welfare: Child Abuse and Neglect
- FFH - Student Welfare: Freedom from Discrimination, Harassment, and Retaliation
- FFI - Student Welfare: Freedom from Bullying
- FN - Student Rights and Responsibilities
- FO - Student Discipline
- GRA - Relations with Government Entities: State and Local Governmental Authorities