

SOUTHWEST INDEPENDENT SCHOOL DISTRICT
Summary of Employee Handbook Changes
2026 - 2027

Topic	Summary
Campus List	Updated the campus list to include Juan Alvarado ES.
Payroll Dates	Updated payroll dates for the 2026-2027 school year.
Outside Employment and Tutoring	- Prohibits an employee (other than employees primarily responsible for in-class instruction) from receiving financial benefits for performing personal services for any business entity that conducts or solicits business with the district or 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. - Exceptions apply 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. To be approved, services must be performed on the administrator's personal time.
Electronic Communications between Employees, Students, and Parents	Changed licensed therapists to school psychologists to reflect updated title change
Personal Use of Electronic Communications	Added wording that prohibits employees from taking pictures of students to post on personal social media pages or for any other personal reasons.
Public Information on Private Devices	Section entitled "Personal Recording Devices" was added to the 2025-2026 Employee handbook to address employees' use of smart glasses and other personal recording devices at school and at school-related events. While not in the Model Employee Handbook template, this information was also placed in the 2026-2027 Employee Handbook.
Health, Dental, and Life Insurance	Updated section to add information regarding new health insurance carrier.
Reports to Texas Education Agency	- Added information about required reporting of educator misconduct when there is evidence of certain incidents. - Added reporting timeline of 48 hours to report to TEA - Added local considerations to add the Education Code and requirements for superintendent and principals - Added reporting timeline of seven days for a certified employee for certain misconduct
Employee Arrests and Convictions	Added local considerations addressing reporting requirements for superintendents
Resignations	Updated local considerations to address the principal reporting

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	requirement to superintendent after an educator's resignation and superintendent's requirement to report to SBEC. • Changed SBEC to TEA for required reporting by the superintendent for noncertified employees. • Added a statement in local considerations to note that the superintendent should follow reporting requirements to TEA after notification from a principal or director of a noncertified employee's resignation or termination.
Reporting Suspected Child Abuse	• Updated and emphasized the 24-hour reporting timeline for child abuse. • Updated that abuse must be reported to DFPS even when made to law enforcement. • Updated local considerations with proper code and the requirements under law.
Tobacco and Nicotine Products and E-Cigarette Use	• Updated language and local considerations to align with law. • Added definition of "e-cigarette" defined in policy and health and safety code.
Gift and Favors	Added section providing information about the acceptance of gift or favors and their potential influence on an employee's discharge of assigned duties.
Copyrighted Materials	Added section providing information regarding the expectation that all employees comply with federal copyright laws and policies as they relate to relevant materials.
Responding to Immigration Matters	Kept wording from previous year's handbook that describes what employees should do if faced with an immigration matter.
Prohibition on Diversity, Equity, and Inclusion	Added new topic of the prohibition of engaging in diversity, equity, and inclusion activities for employees with policy references and local considerations
Prohibited Classroom Instruction	Added new topic of the prohibition of engaging in diversity, equity, and inclusion activities for employees with policy references and local considerations.
Student Possession and Use of Personal Communication Devices	Added information that outlines expectations and consequences related to student possession and use of personal communication devices