



Department of Human Resources



2020 – 2021



Substitute Employee Handbook



Contact: Substitute Specialist 210-945-5617

AESOP 1-800-94AESOP or 1-800-942-3767 or www.aesoponline.com



To All Substitutes:

Welcome to Judson ISD. Your job as a substitute is an important and challenging one. The Human Resource Office of Judson ISD has developed this handbook to give you helpful information about the operation of our District. The handbook is intended as a general overview of the practices and procedures, but does not supersede the responsibilities outlined by each Principal.

It is our hope that your experience as a substitute will be rewarding and positive experience.

Respectfully,

Judson ISD
Human Resource Office

The Judson ISD Substitute is responsible for all information contained in this Handbook, including the appendices.

THIS HANDBOOK DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT OR ALTER THE FACT THAT AN AT-WILL EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER PARTY ANY TIME. JUDSON ISD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CONTENTS OF THE HANDBOOK AT ANY TIME WITHOUT PRIOR NOTICE TO EMPLOYEES.



Table of Contents

1. Application Procedures
2. Substitute Pay/Substitute Rates
3. Substitute Automatic Calling System (AESOP)
4. General Information
5. Substitute Responsibilities
6. Substitute Teacher Information
7. JISD Policy (Employee Standards of Conduct and Employee Welfare)



APPLICATION PROCEDURES

REQUIREMENTS

All applicants must process through the Judson Human Resource Office. The following information is needed to complete an applicant's file for a SUBSTITUTE.

- a) Complete Application
- b) Complete Release of Information Form
- c) Complete Release of Reference Form
- d) Complete Letter of Reasonable Assurance
- e) Complete Substitute Profile Sheet
- f) Complete W-4 Form
- g) Complete Section 1 of the I-9 Form
- h) Provide documents to satisfy I-9 requirements
- i) Human Resources will need to see your original social security card and picture ID. We will make the copies.
- j) Provide copy of High School Diploma or GED **OR** provide **ORIGINAL** transcript with proof of 60+ accredited hours and/or a degree. Certified Teachers should provide a copy of current teaching certificate.
- k) Complete pre-employment Affidavit

Failure to complete any of the above information will delay your consideration as a substitute for Judson ISD. When all properly completed documents are returned to the Human Resource Office, processed, cleared, and the application is approved, the applicant will then be responsible for "AESOP" training and registration (Refer to page 3).



SUBSTITUTE PAY

Substitutes are paid on a biweekly basis. The check will cover the pay period from the previous two weeks. A half day of work will receive a half day pay with no lunch break. Checks will be issued via direct deposit to the employee’s account, or ADP pay card.

Substitute daily rate of pay is based on education completion and with **ORIGINAL DOCUMENTATION** on file in the Human Resource Office. A half day assignment will earn half of the daily rate.

**2020-2021
SUBSTITUTE RATES**

Substitute Rates

Substitutes are compensated with the rate of pay as follows:

- Substitute Non-Degreed:**
(High School Diploma or GED) **\$ 80.00 per day**
- Substitute 60+ College Hours:**
(60+ accredited college hours or Degree) **\$ 90.00 per day**
- Substitute Certified Teacher:**
(Valid certification from Texas or other state) **\$ 100.00 per day**

Long Term Substitute Rates

Substitutes in the same professional assignment (i.e. a teacher in a classroom, librarian, nurse, drill instructor) for more than 10 days are eligible for additional pay after the 11th day in the same professional assignment. The rate of pay is as follows:

- Substitute Non-Degreed:**
(High School Diploma or GED) **\$ 90.00 per day**
- Substitute 60+ College Hours:**
(60+ accredited college hours) **\$ 100.00 per day**
- Substitute Certified Teacher:**
(Valid certification from Texas or other state) **\$ 120.00 per day**

Administrator Substitute Rates

Certified administrators in an administrator substitute assignment, with approval from Superintendent, are eligible for the following rates:

- Certified Administrator:**
(Valid Texas Certificate)
- Elementary and Middle School **\$ 200.00 per day**
- High School **\$ 225.00 per day**

Long Term Counselor Substitute Rates

Certified counselors in a counselor substitute assignment (Only for Counselor Absences of 20 or more consecutive days) are eligible for the following rates:

- Long Term Substitute Rate for Certified Counselor:**
(Valid Texas Certificate) **\$ 160.00 per day**



SUBSTITUTE AUTOMATIC CALLING SYSTEM (“AESOP”)

Judson ISD utilizes an automatic substitute finder system (“AESOP”) to fill the vacant positions for teachers, aides, and to manage substitute assignments. The “AESOP” system randomly calls active substitutes to offer job assignments. All correspondence with “AESOP” is made by using your touch-tone telephone key pad or by the website. You can log in or call to hear jobs you may want to accept, change your telephone number, enter dates when you are unable to work, and much more.

System Generated Non-Work Days will appear on a substitute’s absence management profile when attempting to cancel an assignment within 24 hours of the start time. Three System Generated Non-Work Days will result in a lock out from the absence management system and will require review and approval from the HR Director in order to be removed. If an assignment needs to be cancelled within the 24 hour start time, it is advised that the substitute contacts the campus via phone and email. Contact information can be found on the campus directory located on the JISD website.



I. GENERAL INFORMATION

At the time you accept a job assignment using the AESOP system, notate the exact starting and ending times and any special instructions for your assignment. The middle schools have rotating schedules of seven periods. The high schools have four periods a day (block scheduling). Upon arrival at the school, check in at the front office. Each campus will outline and provide enough information to prepare you for a successful day. Do not hesitate to request help or information from any staff on campus. Notify the Principal's office when leaving the campus at the close of the school.

A. DRESS CODE

The dress and grooming of the substitute will be clean, neat, and in a manner appropriate for the assignment. The appearance of a JISD Substitute should reflect the dignity of the education profession and serve as a role model for students. No visible body piercing studs or rings are permitted (except earrings on women). Check with the campus Principal for any additional standards of dress.

B. LOUNGE/LUNCH

A substitute has the same lounge/lunch privileges as the regular employee. Coffee, soda and snack machines and a refrigerator are usually available. Substitutes are always welcome to purchase lunch at a minimal charge in the school cafeteria. Substitutes are required to remain on campus for lunch.

C. SUBSTITUTE REASSIGNMENT/ATTENDANCE

Principals have the authority to change a substitute's assignment to fit the needs of the students. Substitutes have the right to accept or decline the change. Substitutes are required to be on duty the same length of time as the regular employee. This includes reporting to duty AT LEAST fifteen to twenty-five minutes before school. Be certain to listen carefully to the start times as indicated by the sub-finder system. In the event you are unable to complete your assignment for the day, you **MUST** notify the Principal's office before leaving the campus. **Substitutes are required to work a minimum of 10 days per semester.** Failure to do so could result in your restriction from substituting.

D. SUPPLEMENTAL PAY

Substitutes whom serve time outside of scheduled time in Frontline Management (AESOP) will be paid the additional hours via a Supplemental Pay Report completed by the Campus Secretary to the Principal.



E. REPORTING TO ASSIGNED CAMPUS

The following are the set hours for the Judson Independent School district. The first times shown are the actual times student's show up for class. The second time shown is times that are correct in the AESOP system for half days. The final time shown is actual times that you will work if you accept a full day position. The full day times in AESOP only reflect an eight-hour day, and you must work eight and half hours with a half hour duty free lunch. If you accept a full day assignment and the teacher has a conference period at the end of the day, this doesn't mean you get to leave early. You will need to check in with the front desk and see what they would like you to do for that last period.

Elementary	7:00 a.m. - 3:00 p.m.
½ day a.m.	7:00 a.m. - 11:00 a.m.
½ day p.m.	11:00 a.m. – 3:00 p.m.
*Substitute Report and Finish Time Full Day: 6:45 a.m. – 3:15 p.m.	
Middle School	7:35 a.m. – 3:35 p.m.
½ day a.m.	7:35 a.m. - 11:35 p.m.
½ day p.m.	11:35 a.m. - 3:35 p.m.
*Substitute Report and Finish Time Full Day: 7:30 a.m. – 4:00 p.m.	
High School	8:15 a.m. – 4:15 p.m.
½ day a.m.	8:15 a.m. – 12:15 p.m.
½ day p.m.	12:15 p.m. – 4:15 p.m.
*Substitute Report and Finish Time Full Day: 8:00 a.m. – 4:30 p.m.	

F. SMOKING AND TOBACCO PRODUCTS

Judson ISD is a smoke-free environment. Smoking and the use of tobacco products is prohibited in all District buildings, at all school related events, and on all District property (effective July 1, 1990).

F. ALCOHOL/DRUG FREE WORKPLACE

The Judson ISD policy outlining the prohibition of illicit drugs and alcohol on school premises or as part of the District's activities is attached.



G. SEXUAL HARASSMENT

Sexual harassment is an issue of concern. Engaging in conduct constituting sexual harassment is **STRICTLY PROHIBITED** and is grounds for **IMMEDIATE** termination. Judson ISD policy covering sexual harassment is located at the back of this handbook.

H. TEACHER RETIREMENT SYSTEM

An employee who substitutes a minimum of 90 days during a school year may purchase credit for one year for retirement purposes from the Teacher Retirement System. There are retirement benefits for a member who has five or more years of service. Five years are necessary to be vested in the Teacher Retirement System. Application for credit is made on the TRS 22S form which can be secured from the Human Resource Office or the Teacher Retirement System at 1-800-223-8778.

Requests to the Human Resource Office for verification of days worked prior to the 1993-94 school year must be accompanied by a copy of your W-2 form from JISD showing amounts paid to you during the school year.



I. EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)

Electronic Media

Use with Students:

In accordance with administrative procedures, a certified or licensed employee, or any other employee designated in writing by the Superintendent, or a campus principal, may use electronic media to communicate with currently enrolled students about the matters within the scope of the employee's professional responsibilities. *All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the district.*

Personal Use:

In accordance with administrative procedures, *an employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct.* If an employee's use of electronic media violates state or federal law or district policy, or 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.

Relationships with Students:

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a district employee is always prohibited, even if consensual.

Alcohol and Drugs:

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

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

J. MISCELLANEOUS

- a) Accidents or emergencies which occur to you or to students on school property must be reported to the campus principal and/or school nurse **immediately.**
- b) Any substitute teacher arrested for any infraction must report the incident to Human Resources within 3 business days of the arrest. Failure to do so is grounds for immediate termination.



II. SUBSTITUTE RESPONSIBILITIES

A. ADDRESS/INFORMATION CHANGES

Substitutes will be responsible for reporting any address information including telephone, and email changes to the Human Resource Department (not to the campus staff or the Payroll Department). Failure to report changes of any contact information could result in the missing notification of important District information, and program deadlines.

B. DISTRICT EMAIL

All substitutes are provided a District technology account. It is absolutely necessary that all substitutes check their District email account daily when working, and at least once a week when not. Failure to do so could result in missing important District information, and program deadlines.

C. SUBSTITUTE JOB CANCELLATIONS

It is our goal to staff campuses appropriately. However, due to unwarranted cancellations it is imperative that once a commitment is made to take a job, that the job is completed. The department of Human Resources is committed to providing campus substitutes who engage in this mindset. Moreover, if any accepted assignments are cancelled **3** times in a given school year, the relationship between the substitute and the district will be discontinued.

D. UPDATING FROM YEAR TO YEAR

In May of each year, the Human Resource Office will send all current, active substitutes a Letter of Reasonable Assurance and a Criminal History Release form. You **MUST** complete these forms and return them to the Human Resource Office by the date indicated in order to be placed on the substitute list for the following year.

FAILURE TO RETURN THESE FORMS WILL AUTOMATICALLY REMOVE YOUR NAME FROM THE ACTIVE SUBSTITUTE LIST. If your name is removed from the substitute list, you will be required to go through the entire application process again in order to be considered for return to the approved list. Understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks.

E. RESIGNATION PROCEDURES

Substitutes must notify the Human Resource Office to request deletion (termination) from the active JISD substitute roster in addition to removal from the "AESOP" system. If a substitute is hired by Judson ISD as a permanent employee for more than four (4) hours a day, the substitute will automatically be removed from the active substitute roster (exceptions considered with Human Resource approval).



F. REPORTING SUSPECTED CHILD ABUSE

All employees are required by law to report any suspected child abuse or neglect to a law enforcement agency or Child Protective Services within 24 hours of the event that led to the suspicion.

Child abuse includes acts or omissions by a person that result in physical, emotional, sexual, or neglectful injury to a child.

Reports may be made to any of the following:

- A law enforcement agency, the JISD Police Department at (210) 659- 9789
- The CPS division of the Texas Department of Family and Protective Services at (800) 252-5400 or Texas Abuse Hotline Website; or
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. Reporting your suspicion to a school counselor, a principal, or another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.



III. SUBSTITUTE TEACHER INFORMATION

A. CLASSROOM MANAGEMENT

Before students arrive, write your name and a brief outline of the lesson plan on the board.

Introduce yourself at the beginning of class.

Attendance is taken at the start of each period on the secondary campuses. On the elementary campuses, attendance is not taken before 9:30 a.m. Check with the elementary administrator to determine the correct procedures for attendance.

Make a list of absentees and tardies for the regular teacher.

Explain the assignment(s) for the day/period. Movement around the room as the students are working will ensure that they stay on task.

Write a brief description of the day's occurrences or provide any information that will be helpful to the regular teacher.

B. DISCIPLINE

The substitute teacher is due the same respect as the regular teacher.

If classroom rules are available, follow the regular teacher's procedures. Reiterate rules; establish your expectations. All routine situations should be handled by the substitute teacher.

Discipline should be maintained throughout the assignment. When minor problems arise, remember to:

Be consistent; Be fair; Don't react; Keep your word; Don't get involved in a power struggle; Don't argue; Always treat the cause rather than the offense; and address the "deed" and not the "doer".

Work obligations of students should be completed as usual. Keep a list of students who misbehaved or have been uncooperative. Be as specific as possible about describing the behavior. Students who were helpful during the day should also be mentioned.

Check with the school administrator about referrals for students who might be unruly, disruptive or who disturb the educational process.

UNDER NO CIRCUMSTANCES IS A SUBSTITUTE TO PERFORM OR WITNESS THE APPLICATION OF ANY FORM OF CORPORAL PUNISHMENT OR TO TOUCH A CHILD AS A MEANS OF CONTROL.



C. LESSON PLANS

The regular teacher has prepared lesson plans for the week. The daily plans can be retrieved from the administrator in charge of substitutes or, on secondary campuses, from the department head. On some campuses, the teachers are required to leave the lesson plans on the desk, especially if they have anticipated their absence or have modified their plans. **THE SUBSTITUTE TEACHER IS RESPONSIBLE FOR IMPLEMENTING THE LESSON PLAN AS CLOSELY AS POSSIBLE.**

D. PROFESSIONALISM

Substitute teachers are expected to maintain the same professional and ethical standards as the permanent teachers. Professionalism is a vast area that includes three major points.

- a. **Dress the part** - always dress in good taste, keeping with the dignity of the profession.
- b. **Be positive** - small things, like using an upbeat tone of voice, offering praise, avoiding criticism and adapting to circumstances in a positive way can affect the attitude in the classroom.
- c. **Respect the students and the permanent teacher.** Treating the students as individuals is important. Reprimand in private and reward the public. Leaving the classroom clean and leaving a brief note of how the day progressed for you is very important to the permanent teacher.

E. ROUTINE DUTIES

The substitute teacher will perform any routine duties that were scheduled for the regular teacher. If you have concerns or questions, check with the administrator in charge.

F. RELIGION IN THE PUBLIC SCHOOLS

Judson ISD strongly supports the separation of religion and government. Do not share your personal religious beliefs with the students. Judson ISD is a very diverse school district in many ways, including religious beliefs.

Shortly after the school day begins, students in all schools recite the pledge of allegiance to the U.S. and Texas flags. Immediately after, the students have the opportunity to take part in “a moment of silence.” This is an individual activity required by the Texas Education Code and is not an attempt to influence one’s thoughts or views. During the moment of silence all students/staff are expected to remain silent.



G. MISCELLANEOUS

Fire drills are held periodically in compliance with state and local ordinances. The evacuation plan is posted in every classroom and should be plainly visible. To ensure safety, enforce strict discipline during all drills.

Some campuses request an evaluation of the substitute teaching experience. Be certain to complete the evaluation form as honestly as possible so teachers can be informed of problem areas.

ALL substitute teachers will be evaluated by the returning teacher or by the Principal. Unacceptable substitute evaluations are forwarded to the Human Resource Office for review/action. Unacceptable report(s) are grounds for immediate termination of a substitute from the District. A substitute who receives three substitute teacher unsatisfactory reports in one year will be terminated for that year. If a substitute receives five unsatisfactory reports collectively, the district will no longer employ that substitute.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

EDUCATOR ETHICS Educators 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 State Board for Educator Certification (SBEC) shall provide for the adoption, amendment, and enforcement of an educator's code of ethics [see DH(EXHIBIT)]. SBEC is solely responsible for enforcing the ethics code for purposes related to certification disciplinary proceedings.

Education Code 21.041(8); 19 TAC 247.1(b), (c)

REPORT TO SBEC OF EDUCATOR MISCONDUCT In addition to the reporting requirement under Family Code 261.101 [see FFG], the Superintendent must file a written report with SBEC not later than the seventh day after the Superintendent first obtains or has knowledge of information indicating that:

- CRIMINAL HISTORY 1. An applicant for or holder of a certificate issued by SBEC has a reported criminal history. "Reported criminal history" means information concerning any formal criminal justice system charges and dispositions. The term includes arrests, detentions, indictments, criminal informations, convictions, deferred adjudications, and probations in any state or federal jurisdiction;
- TERMINATION 2. A certificate holder's employment at the District was terminated based on a determination that the certificate holder engaged in misconduct listed at DF(LEGAL);
- RESIGNATION 3. A certificate holder resigned and reasonable evidence supported a recommendation by the Superintendent to terminate the certificate holder based on a determination that the certificate holder engaged in misconduct listed at DF(LEGAL) [see DFE]; or
- ASSESSMENT INSTRUMENT 4. A certificate holder engaged in conduct that violated the assessment instrument security procedures established under Education Code 39.0301.

Education Code 21.006, 22.087; 19 TAC 249.3(43), .14(d)

The Superintendent may notify SBEC of any educator misconduct that the Superintendent believes in good faith may be subject to sanctions by SBEC. *19 TAC 249.14(d)*

CONTENTS OF REPORT The report shall include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator. The report shall, at a minimum, describe in detail the factual cir-

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

circumstances requiring the report and identify the subject of the report by providing the following available information:

1. Name and any aliases;
2. Certificate number, if any, or social security number;
3. Last known mailing address and home and daytime phone numbers;
4. All available contact information for any alleged victim or victims; and
5. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report.

Education Code 21.006(c); 19 TAC 249.14(e)

The Superintendent shall include the name of a student or minor who is the victim of abuse or unlawful conduct by an educator, but the name of the student or minor is not public information under Government Code Chapter 552. [See GBAA] *Education Code 21.006(h)*

NOTICE

The Superintendent shall notify the Board and the educator of the filing of a written report with SBEC. *Education Code 21.006(d)*

SANCTIONS FOR
FAILURE TO
REPORT

A superintendent who fails to timely make a required report is subject to sanctions by SBEC. *Education Code 21.006(f); 19 TAC 249.14(e)*

IMMUNITY

A superintendent who, in good faith and while acting in an official capacity, files a report with SBEC is immune from civil or criminal liability that might otherwise be incurred or imposed. *Education Code 21.006(e)*

PUBLIC SERVANTS

All District employees are "public servants" and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. *Penal Code 1.07(a)(41), Title VIII* [See DBD and BBFA]

TOBACCO USE
PROHIBITED

The Board shall prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property.

ENFORCEMENT

The Board shall ensure that District personnel enforce the policies on school property.

Education Code 38.006(1)(3) [See also FNCD and GKA]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

DRUG AND ALCOHOL
ABUSE PROGRAM

The Board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property.
Education Code 38.007(a)

FEDERAL DRUG-
FREE WORKPLACE
ACT

A district that receives a direct federal grant must agree to provide a drug-free workplace by:

1. Publishing a statement notifying employees of the requirements of the federal Drug-Free Workplace Act (DFWA) and requiring that each employee be given a copy of the statement [see DI(EXHIBIT)];
2. Establishing a drug-free awareness program for employees pursuant to the DFWA;
3. Notifying the granting agency within ten days after receiving notice that an employee has been convicted under a criminal drug statute;
4. Imposing a sanction on an employee who is convicted of such a violation, or requiring the employee's satisfactory participation in a drug abuse or rehabilitation program; and
5. Making a good faith effort to continue to maintain a drug-free workplace.

41 U.S.C. 702(a)(1)

DIETARY
SUPPLEMENTS

Except as provided at Education Code 38.011(b), a District employee may not:

1. Knowingly sell, market, or distribute a dietary supplement that contains performance-enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's duties; or
2. Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance-enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's duties.

An employee who violates items 1 or 2, above, commits a Class C misdemeanor offense.

Education Code 38.011

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF
STANDARDS OF
CONDUCT

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

WEAPONS
PROHIBITED

The District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

EXCEPTIONS

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

ELECTRONIC MEDIA

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

USE WITH
STUDENTS

In accordance with administrative procedures, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

PERSONAL USE

In accordance with administrative procedures, an employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or 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.

SAFETY
REQUIREMENTS

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR
ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

RELATIONSHIPS WITH
STUDENTS

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO AND
E-CIGARETTES

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

ALCOHOL AND DRUGS

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

1. 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.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

EXCEPTIONS

It shall not be considered a violation of this policy if the employee:

Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;

1. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

NOTICE

Each employee shall be given a copy of the District’s notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS,
INDICTMENTS,
CONVICTIONS, AND
OTHER
ADJUDICATIONS

An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

- 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;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code.

DRESS AND
GROOMING

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

EDUCATORS' CODE OF ETHICS

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. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

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 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 knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

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

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

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

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

Standard 1.9. The educator shall not make threats of violence against District employees, 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.

EMPLOYEE STANDARDS OF CONDUCT

DH
(EXHIBIT)

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

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

Standard 1.13. The educator shall not 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 Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

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

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

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

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

3. Ethical Conduct Toward Students

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

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

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(EXHIBIT)

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, e-mail, 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:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. 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.

19 TAC 247.2

EMPLOYEE WELFARE

DI
(LEGAL)

HAZARD COMMUNICATION ACT	The District shall perform the following duties in compliance with the Hazard Communication Act:
NOTICE	1. Post and maintain the notice promulgated by the Texas Department of State Health Services (TDSHS) in the workplace. <i>Health and Safety Code 502.017(a)</i>
EDUCATION AND TRAINING	2. Provide an education and training program for employees using or handling hazardous chemicals. "Employee" means any person who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies. Workers such as office workers or accountants who encounter hazardous chemicals only in nonroutine, isolated instances are not employees for purposes of these requirements. <i>Health and Safety Code 502.003(10), .009</i> 3. Maintain the written hazard communication program and a record of each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors. Records shall be maintained for at least five years. <i>Health and Safety Code 502.009(g)</i>
WORKPLACE CHEMICAL LIST	4. Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds, or as determined by the TDSHS for certain highly toxic or dangerous hazardous chemicals. The list shall be readily available to employees and their representatives. <i>Health and Safety Code 502.005(a), (c)</i> 5. Update the list as necessary, but at least by December 31 each year, and maintain at least 30 years. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information. <i>Health and Safety Code 502.005(b), (d)</i>
LABELING	6. As required by law, label new or existing stocks of hazardous chemicals with the identity of the chemical and appropriate hazard warnings, if such stocks are not already appropriately labeled. <i>Health and Safety Code 502.007</i>
MATERIAL SAFETY DATA SHEETS	7. Maintain a legible copy of the most current manufacturer's material safety data sheets (MSDS) for each hazardous chemical; request such sheets from the manufacturer if not already provided or otherwise obtain a current MSDS; make such sheets readily available to employees or their representatives on request. <i>Health and Safety Code 502.006</i>

EMPLOYEE WELFARE

DI
(LEGAL)

PROTECTIVE
EQUIPMENT

8. Provide employees with appropriate personal protective equipment. *Health and Safety Code 502.017(b)*

PEST CONTROL
TREATMENT NOTICE

The chief administrator or building manager shall notify persons who work in a District building or facility of a planned pest control treatment by both of the following methods:

1. Posting the sign provided by the certified applicator or technician in an area of common access the employees are likely to check on a regular basis at least 48 hours before each planned treatment.
2. Providing the official Structural Pest Control Service Consumer Information Sheet to any individual working in the building, on request.

Occupations Code 1951.455; 4 TAC 7.146

EMPLOYEE WELFARE

DI
(LOCAL)

DRUG-FREE
AWARENESS
PROGRAM

The District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]

EMPLOYEE
RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

DRUG-FREE WORKPLACE NOTICE

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

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

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

As a condition of employment, an employee shall:

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

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