

# **SUBSTITUTE TEACHER**

# **EMPLOYEE HANDBOOK**



Personnel Department  
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# **2019 – 2020**

It is the policy of Edinburg CISD not to discriminate on the basis of sex, gender, age, handicap, religion, race, color or national origin in its educational programs.

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## INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the **Personnel Department**.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with the handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located at the office of the **Personnel Department** and are available for employee review during normal working hours.

In compliance with H. B. No. 912, the Edinburg School District offers all ECISD School Board Policies online at: [www.ecisd.us](http://www.ecisd.us)

## BOARD OF TRUSTEES

*Policies BA, BB, BD 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, paraprofessional, and classified staff and facilities. The board has complete and final control over school matters within limits established by state and federal law 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. Trustees are elected by place and serve 3-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

**Current board members include:** Robert Pena, Jr., President  
Carmen Gonzalez, Vice-President  
Oscar Salinas., Secretary

Miguel "Mike" Farias, Member  
Leticia "Letty" Garcia, Member  
Xavier Salinas, Memeber  
Dominga "Minga" Vela, Member

The board of trustees usually meets on the second and fourth Tuesday of the month at the Edinburg CISD Administration Building Board Room, 411 N. 8<sup>th</sup> St. Edinburg, Texas 78541. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the bulletin board outside the administration office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed 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.

## ADMINISTRATION

Dr. René Gutiérrez, Superintendent  
Dr. Mario H. Salinas, Assistant Superintendent for Support Services  
Dr. Rebecca Morrison, Assistant Superintendent for Finance & Operations

Dahlia Guzman, Assistant Superintendent for Curriculum & Instruction  
Eduardo J. Moreno, Assistant Superintendent for Technology Services

## NEW NUMBER OF WORK DAYS

**Please Note:** ECISD will limit the number of working days for any substitute who is not a permanent substitutes or a shadow to 16 working days per calendar month regardless whether the days are half days or full days.

## NOTIFICATION TO REPORT TO WORK

The substitute teacher will be notified as far in advance as possible when their services are needed. The Substitute Employment Management System starts calling for same day assignment at 6:00 a.m. until about 12:00 p.m. and resumes calling for future assignments at 5:00 p.m. until 10:00 p.m. When receiving a call to report to work, the substitute teacher should make note of the following information:

- Date(s) and time(s) to report
- Campus name and location
- Teacher's name for whom the substitute is needed
- Grade/subject assigned to substitute
- Job number given by system

On the day of the assignment, the substitute teacher is to report to the front office for further instructions and directions.

Please note that you may not leave campus during the planning and conference periods. You must report to the campus designated area. Failure to do so may result in disciplinary action.

## INABILITY TO REPORT TO WORK

A substitute teacher needs to remember that upon making a commitment to substitute teach for a particular assignment, the teacher who is absent and the students are relying on them to report to work. If an emergency occurs and the substitute teacher is not able to report to work, the Principal/designee should be notified immediately. *The Substitute Employee Management System will not permit cancellation on same day of assignment.*

## AVAILABILITY

A substitute teacher is expected to be available for work on a regular basis. The district recognizes that there may be times when a substitute teacher may need to make themselves unavailable because of medical emergencies, family emergencies, etc. However, a substitute teacher may not make himself/herself unavailable for more than **15 consecutive days** without prior notification to the Edinburg CISD Personnel Department. Failure to notify the Personnel Department may result in removal from the substitute call list.

## **PUNCTUALITY**

It is important that substitute teachers be on time for their assignment. The substitute teacher should try to arrive a few minutes early to review the lesson plan and introduce self to the surrounding teachers.

## **REFUSALS**

Refusal and/or No Answers of fifty (50) or more calls may result in the removal for the Substitute List and new application will be required for the following school year.

## **LENGTH OF WORKDAY**

The length of the workday will be set by the board and administrative staff. Usually the substitute teacher is expected to be on duty the entire school day and to perform all duties of the regular teacher. Elementary work hours are from 7:30 a.m. to 3:45 p.m., Secondary work hours are from 7:45 a.m. to 4:15 p.m. The substitute teacher is to consult with the Principal/designee on the reporting time and length of the workday.

The substitute teacher should use this handbook as well as any other manuals provided to ensure that policies and procedures are adhered to. The substitute teacher should maintain high standards of ethics, avoid comparison of teacher-pupil learning situations, and maintain confidentiality at all times. The substitute teacher is expected to provide continuity of instruction, maintain classroom discipline, and provide honest feedback to the regular teacher so that he/she may follow up on any problems.

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

### *Policy DPB (Local)*

The substitute teacher should assume the same responsibilities as the regular classroom teacher, including any special assignments or duties (i.e., supervision in cafeteria or hall, etc.) the regular teacher may have been assigned for the day, and ensure that the following tasks are accomplished during the day:

1. Attendance should be taken according to campus procedures.
2. Check the room's fire drill procedures upon arrival.
3. Introduce self to the neighboring classroom teachers.
4. Leave the room orderly, neat and locked.
5. Report serious accidents or illnesses to the principal or nurse immediately.
6. Report incidents of abnormal happenings to the principal or assistant principal.
7. Return keys and any confidential information to the main office at the end of the workday

## **IN THE CLASSROOM**

- Enter the classroom with confidence; the first impression can take you a long way.
- If lesson plans are provided, follow them as closely as possible.
- If money needs to be collected, record the amount, the name of the pupil and the purpose for the collection on a sheet and turn it in to the office at the end of the school day.
- Check to see if all the books, handouts and needed materials are available in the classroom.
- Check seating chart.

## **END OF CLASS**

- Remind students of homework.
- Have students clean their desk and the area around their desk.

## **SUBSTITUTE DIRECTIVES**

1. Do NOT eat in front of the class nor do personal work such as reading, letter writing, bill paying, crafts, hobbies, etc.
2. Do NOT leave the classroom unattended.
3. Do NOT use mobile/cellular phones while in the classroom.
4. Do NOT wear blue jeans except on Fridays. Check with the Principal to find out when blue jeans are permissible if worn with a spirit shirt.
5. Do NOT allow students to use mobile/cellular phones in the classroom nor to step out of class to do so.
6. Do NOT allow students to leave the classroom to buy sodas or snacks.

## **RELEASE OF CHILDREN**

Any outsider who comes into the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the Principal's office. In any event, children are NOT to be released from the classroom without official notice from the Principal or his/her designee.

## **SCHOOL PROPERTY**

It is expected that the substitute teacher maintain good order wherever assigned and create such conditions conducive to a good learning environment. The regular classroom teacher is legally and morally in charge of school property as well as the welfare of the children, and no less is expected of the substitute teacher.

## **PROFESSIONAL CONFIDENCE**

Substitute teachers are expected to practice confidentiality when acquiring any information about the school (pupils, teachers, parents, and Principal) which might be gained while substituting. Sometimes a classroom teacher will leave information about a student with special needs for the substitute teacher so that instruction can be modified for that student. It is imperative that the substitute teacher maintains this information confidential and exhibits professional behavior at all times.

## **CONTACT INFORMATION**

As a necessity, the name and telephone numbers of substitute teachers are on a list and are made available to Edinburg CISD personnel only.

## **CHANGE IN SUBSTITUTE TEACHER INFORMATION**

The official substitute teacher list for the district is compiled and maintained by the Personnel Office. Please inform the Personnel Office in writing of any changes in the telephone number, address, degree/certification status, or choice of teaching level and or workdays.

## **NURSE'S SCHEDULE**

The substitute teacher is to review the nurse's schedule and guidelines related to medication administration to students as well as procedures for medical emergencies. If the nurse is absent, the substitute teacher should find out who the contact person is.

## **DRESS CODE / GROOMING**

*Substitute teachers are to dress professionally at all times. Blue jeans are allowed on Fridays only as long as they are worn with a spirit shirt. (Check with Principal)*

## **CLASSROOM DISCIPLINE**

Substitute teachers are responsible for the control of classes. The campus principal or assistant principal will assist with problems when necessary. It is normal for the students to "test" new substitute teachers. Do not let students get out of control. The district expects you to be in charge of the room. Classroom control is essential. Discipline is based on understanding and open communication. The substitute teacher is to deal with it early so the day can be much more pleasant and rewarding.

## **Hints/Suggestions**

1. Do your best to follow the lesson plans and classroom rules already established
2. Be enthusiastic, respectful, and professional
3. Never leave your class unattended
4. Do not let students start any name calling
5. Stand in hall/doorway between classes
6. Be fair, firm, and consistent
7. Praise in public; reprimand in private
8. Do not use sarcasm or other embarrassing methods
9. Do not use "group" punishment
10. Use the positive approach
11. Call attention to student's good behavior rather than misbehavior
12. Identify standards and stick to them
13. Never let a class go early to lunch or to the next class unless instructed to do so
14. Do NOT make statements lightly – students will remember
15. Do NOT grab a student
16. Walk around the room
17. Do not let students wear hats in the classroom
18. Be assertive and use common sense
19. Ask another teacher for help
20. It is better not to argue. Instead say, "I know this may not be the way your teacher does it, but this is the procedure for today."

## **EVALUATIONS OF SUBSTITUTE TEACHER PERFORMANCE**

If necessary, the principal will document poor performance utilizing the Substitute Teacher Poor Performance form. A substitute that receives a poor performance evaluation must discuss the evaluation with the principal or administrator in charge. All evaluations regarding the performance of a substitute teacher will be filed with the Personnel Office. A copy of the documented poor performance will be made available to the substitute teacher.

## **DISMISSAL OF SUBSTITUTE TEACHERS**

### Policy DCD

At will employees such as substitute teachers may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the district.

## **RESIGNATION OF SUBSTITUTE TEACHERS**

Any substitute teacher who wishes to have their name removed from the active substitute teacher list must submit their request in writing to the Personnel Office 411 N. 8<sup>th</sup> St., Edinburg, TX 78541.

## **REMOVAL FROM CAMPUS AND/OR SERVICES**

Substitute teachers may be removed from service to the district at any time it is deemed necessary and appropriate. Removal from the system or deactivation may result from not accepting jobs, declining too many jobs, not keeping up with daily availability/unavailability, not keeping personal information current or for other possible reasons deemed necessary and appropriate.

## **COMPLAINTS AND GRIEVANCES**

### Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. **The entire district's policy concerning the process of bringing concerns or complaints including the forms to be used can be found online at DGBA and Forms. A hard copy can be found in the ECISD Board Policy Manual located at the principal's office, school library or the ECISD District Personnel Office.**

## STANDARDS OF CONDUCT

### Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day the superintendent first learns of the incident

## THE EDUCATOR'S CODE OF ETHICS

Adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

### Texas Educators' Code of Ethics

#### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (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 programs.
- 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 school board policies, and other applicable state and federal laws.
- Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, student, 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 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.
- Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law. .

##### **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 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, or 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 disciplinary investigation or proceedings 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, or 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.

**Standard 3.7** The educator shall maintain appropriate professional educator student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.8** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

### PERSONAL USE OF ELECTRONIC MEDIA

#### *Policies CQ, DH*

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 Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media 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 media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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 (EXHIBIT)]
- 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 (EXHIBIT)]

### USE OF ELECTRONIC MEDIA WITH STUDENTS

#### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions 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.

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

- **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 Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites

(e.g., Instagram, Facebook, Twitter, Snapchat, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

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

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. 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.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee 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.
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee 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 Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

## **DISCRIMINATION, HARASSMENT, AND RETALIATION**

[Policies DH, DIA](#)

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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. Employees 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 employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

## **HARASSMENT OF STUDENT**

[Policies DF, DH, FFG, FFH, FFI](#)

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy regarding the definitions and procedures for reporting and investigating harassment of students and employees can be found on the district's website at [www.ecisd.us](http://www.ecisd.us) to review these policies as they may change by the board of trustees during the policy adoption process.

## **REPORTING SUSPECTED CHILD ABUSE**

[Policies DF, DG, DH, FFG, GRA](#)

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying or registering a facility) within 48 hours of the event that led to the suspicion.

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

Reports to Child Protective Services can be made to a local office or to the **Texas Abuse Hotline (800-252-5400)**. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee 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 report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

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.

## **CHILD SEXUAL ABUSE**

### Policy FFH, (Legal/Local)

The district has established a plan for addressing child sexual abuse, which may be accessed at Policy FFH Legal/Local. 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. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

*Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.*

## **STUDENT CONDUCT AND DISCIPLINE**

### Policies in the FN series and FO series

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

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

## **ADMINISTERING MEDICATION TO STUDENTS**

### Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to self-administration of asthma medication, medications for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take medication during the school day must bring a written request from his or her parent and the medicine must be 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**

### 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 a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

## **ALCOHOL AND DRUG ABUSE PREVENTION**

### Policies DH, DI

Edinburg CISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school related or school sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

## **TOBACCO AND E-CIGARETTES USE**

### Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco or e-cigarette products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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.

## **CRIMINAL HISTORY BACKGROUND CHECKS**

### Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## **EMPLOYEE ARRESTS AND CONVICTIONS**

### Policy DH

An employee must notify his or her principal or immediate supervisor or respective department head 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 of 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) or driving under the influence (DUI) of drugs or alcohol
- Acts constituting abuse or neglect under the Texas Family Code

## **POSSESSION OF FIREARMS AND WEAPONS**

### Policies FNCG, GKA, DH

Employees, visitors, and students including those with a license to carry a concealed 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. 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 supervisors or call **E.C.I.S.D. Police Dept. at 289-2572** immediately.

## **EMERGENCIES**

### Policies CKC, CKD

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

## **SEARCHES AND ALCOHOL AND DRUG TESTING**

### Policy DHE, CQ

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's personal items, work areas, including district-owned technology resources, lockers, and private vehicles parked on district premises or worksites or used for district business.

## **PAYCHECKS**

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

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Employees have access to view/print pay history, w2, and leave balances by using the "Employee Access to Payroll Information" link on the ECISD website under resource logins: <https://itccs.esc20.net:3076/wempacc?distid=108904>

## **AUTOMATIC PAYROLL DEPOSIT**

Employees must have their paychecks electronically deposited into a designated checking account and or savings account. A notification period of 15 days is necessary to activate this service. Direct deposit participation is required for all new employees. Direct deposit statements are available online accessing the link "Employee Access for Payroll Information" found at Contact the Payroll Dept. for more information about the automatic payroll deposit service, or visit the ECISD web page. <https://www.ecisd.us/ResourceLogins/tabid/865/default.aspx>

**Note: At the end of each day you must report to the office to sign your substitute slips. Failure to do so may result in having a non-paid day.**

## **NAME AND ADDRESS CHANGES**

It is important that employment records be kept up to date. Employees must notify the **Payroll Department** if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

The forms to process a change in personal information can be obtained from the ECISD website/payroll dept./forms.

A completed W4 form is required for all permanent changes of: • Address • Marital Status • Withholding Allowances • Name changes

In addition, a copy of the employee's social security card is required for all name changes.

## PERSONNEL RECORDS

### Policy GBA

Most district records including personnel records are public information and must be released upon request. Employees may choose to have the following personal information withheld:

• Address • Phone number, including cell phone • Personal email • Information that reveals whether they have family members

The choice to not allow public access to this information may be made at any time by submitting a written request to the **Personnel Department**. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

## UNEMPLOYMENT COMPENSATION INSURANCE

### Policy CRF

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

## TEACHER RETIREMENT

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits, who work at least 90 days a year, are also eligible for TRS membership and to purchase a year of creditable service. 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 and elected beneficiary information.

Employees who plan to retire under TRS should notify TRS, Personnel/Payroll Dept. as soon as possible. Information on the application procedures for TRS benefits is available from TRS. At **Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX. 78701-2698, or by calling 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trstate.tx.us](http://www.trstate.tx.us)).**

**Employment after retirement** -Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited 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 Web Site. [www.trstate.tx.us](http://www.trstate.tx.us).

## 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 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.

## SAFETY

### Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirements:

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

Employees with questions or concerns relating to safety programs and issues can contact the **Safety Department at 289-2300.**

## WORKER'S COMPENSATION INSURANCE

### Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from J.I Specialty Services, effective Sept. 1<sup>st</sup>, 2009. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to Worker's Comp. Specialist. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## WORKERS' COMPENSATION BENEFITS

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