

# **Substitute Teacher Handbook**

## **2023-2024**



**Flour Bluff Independent School District**  
2505 Waldron Rd.  
Corpus Christi, TX 78418

[www.flourbluffschoos.net](http://www.flourbluffschoos.net)



## **Flour Bluff Independent School District**

Dear Substitute:

Thank you for choosing one of the most challenging jobs in education-that as a substitute teacher. Most teachers will tell you they could not do their jobs without you! In many ways, the job of the substitute is much more difficult than that of a full-time teacher, however; your job is just as rewarding.

You will meet and work with students from all campuses. Your experience will be rich and rewarding. We are to help you succeed in your endeavors as a substitute teacher. We hope that this Handbook will aid in your success.

**Welcome to Flour Bluff ISD!**

Sincerely,

Flour Bluff ISD Substitute Office



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## **Administration**

Velma Soliz-Garcia, Superintendent of Schools

Tomas Molina, Chief Financial, Business, & Operations Officer

James Crenshaw, Associate Superintendent of Student Services

Dr. Linda Barganski, Associate Superintendent for Federal & State Programs

Nicole White, Executive Director of Curriculum & Instruction

Dr. Melonie Shandy, Director of Special Education

Chris Steinbruck, Athletic Director

Cassie Freeman, Executive Director of Human Resources

Kristen Bily, Executive Director of Communications & Community Relations

Eric Gonzales, Chief of Police

Veronica Bernal, Personnel Service Coordinator

## **Campus Administration**

Linda Medley, High School Principal

Cindy Holder, Director of SDGC/ HLA

Brodie Wallace, Junior High Principal

Dr. Sal Alvarado, Intermediate Principal

Dr. Nikol Youngberg, Elementary/Primary Principal

Molli Martinez, Early Childhood Center Principal

# Beliefs, Mission, Vision, and Goals

## In Flour Bluff ISD We Believe...

- All students are the key to our future, and they understand that strength is borne from our diversity, and each has potential for excellence through action and accountability.
- Parents and families will receive consistent communication, support, and collaboration so that they are true partners in the education of all students in our care.
- Faculty and staff are pillars in our community who demonstrate integrity, subject-matter expertise, and empathetic knowledge of our students in a way that inspires intellectual curiosity and commitment to excellence.
- Principals and campus leaders are servant leaders who lead with compassion, knowledge, and support in order to lay the foundation for excellence for all students in our care.
- The Superintendent and Central Office Staff are servant leaders who lead with integrity and vision to support students, families, faculty, and staff while ensuring fiscal responsibility.
- The Board is a visionary team of trustworthy servant leaders who set the direction for our community's school system in a way that supports all students, families, faculty, and staff in pursuit of excellence while ensuring fiscal responsibility.

## MISSION

The mission of the Hornet community is to foster and empower students to become confident, productive members of society who pursue excellence with integrity.

## VISION

Our vision is to make Flour Bluff ISD the premier district in Texas.

**F**lour **B**luff – North Padre **I**sland – N**A**S/**C**C**A**D

## GOALS

Goal 1: Students: Well-being and academic Success.

Goal 2: Faculty and Staff: Well-being, Professional Development and Growth.

Goal 3: Community Satisfaction and Engagement

Goal 4: Financial Stewardship

# Hornets Points of Pride

*Being Truthful...*about our District and fellow Employees

- By representing our district and its positions accurately
- By speaking truthfully about our co-workers and our district
- By avoiding starting or spreading rumor

*Being Respectful...*of fellow Employees

- By respecting each person's confidences and his or her right to personal privacy
- By respecting each person's right to have differing viewpoints
- By treating others with common courtesy

*Seeking Solutions...*for our District and fellow Employees

- By solving problems with the individuals closest to the problem
- By following the chain of command
- By conducting ourselves professionally at all times

*Being fair, equitable and tolerant...*of differences among individuals both in our actions for the District and toward our fellow employees

- By learning about and respecting the diversity of our community
- By being inclusive of others who may be disabled or of another race, socioeconomic status, or national origin
- By learning about our own personal biases and acting to be more tolerant

*Supporting Our District*

- By being knowledgeable about our district's programs and positions
- By participating in our District's processes and supporting the outcomes

*Growing Professionally*

- By being open to new ideas and to learning new skills
- By accepting new challenges and the need for change



Developed by an FBISD 2000-2001 Goals Committee

Anna Reyes, Early Childhood Center; Verna Reagan, Elementary School; Ken Spurlin, Intermediate School; Mary Ann Boyer, Junior High; Ellen McDaniel, High School; Albert Smith, Grounds; Wayne Batchelder, Transportation; Cheryl Cannon, Campus Administration; Carol Moffett, Central Administration.



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## **SUBSTITUTE HANDBOOK**

Your service to Flour Bluff as a substitute teacher is a very important part of the regular routine of the school system. It is your service that helps the district maintain its educational program in the absence of certified personnel. The purpose of this handbook is to provide information that will assist you in a daily routine on the campus you're assigned. Should you have additional questions, do not hesitate to ask any member of the faculty or staff.

It is the intent of the district to provide you with a stellar work environment. Providing a safe and effective learning atmosphere for all our students is the top priority. As a substitute teacher, you become part of that environment. Your classroom management and leadership assist in maintaining the continuity of the regular instructional program.

All district policies may be accessed online at [www.flourbluffschools.net](http://www.flourbluffschools.net) .

## CAMPUS AND SUBSTITUTE HOURS

CAMPUS	STUDENT HOURS	SUBSTITUTE HOURS
ECC (PRE-K - KINDER) PH: 361-694-9036	7:30 AM - 3:03 PM	7:15 AM - 3:15 PM
PRIMARY SCHOOL (1-2 GRADE) PH: 361-694-9600	7:35 AM - 3:08 PM	7:15 AM - 3:15 PM
ELEMENTARY SCHOOL (3-4 GRADE) PH: 361-694-9500	7:35 AM - 3:08 PM	7:15 AM - 3:15 PM
INTERMEDIATE SCHOOL (5-6 GRADE) PH: 361-694-9400	8:05 AM - 3:45 PM	7:45 AM - 4:00 PM
JUNIOR HIGH SCHOOL (7-8 GRADE) PH: 361-694-9300	8:10 AM - 3:58 PM	7:45 AM - 4:15 PM
HIGH SCHOOL (9-12 GRADE) PH: 361-694-9100	8:30 AM - 4:15 PM	8:15 AM - 4:30 PM
SDGC/ HORNET LEARNING ACADEMY PH: 361-694-9005	8:00 AM - 3:45 PM	7:45 AM - 4:00 PM

## SUBSTITUTE COMPENSATION

LEVEL	PAY RATE
HIGH SCHOOL/GED	\$12.00 hourly / \$14.00 hourly Long-Term
DEGREED	\$14.00 hourly/ \$16.00 hourly Long-Term
TEXAS CERTIFIED TEACHER	\$16.00 hourly/ \$20.00 hourly Long-Term
LONG-TERM	Long-Term pay becomes effective on the 16 <sup>th</sup> day of a continued substitute assignment
NURSE	\$20.00 hourly

Transcripts and/or Certification must be on file in the Substitute Office. Any pay increase will be effective the day the transcript is received by the Substitute Office and will not be retroactive for any prior days worked.

Any absences in a Long-Term substitute position affect the Long-Term pay. Contact the Substitute Office to let them know of the reason you will be out to avoid this.



# SUBSTITUTE PAY CALENDAR (BI-WEEKLY)

## BI-WEEKLY PAYROLL SCHEDULE 2023-2024

PAYROLL REPORTING DATES		PAY DATES
08/13/23	08/26/23	09/01/23
08/27/23	09/09/23	09/15/23
09/10/23	09/23/23	09/29/23
09/24/23	10/07/23	10/13/23
10/08/23	10/21/23	10/27/23
10/22/23	11/04/23	11/09/23
11/05/23	11/18/23	11/24/23
11/19/23	12/02/23	12/08/23
12/03/23	12/16/23	12/22/23
12/17/23	12/30/23	01/05/24
12/31/23	01/13/24	01/19/24
01/14/24	01/27/24	02/02/24
01/28/24	02/10/24	02/16/24
02/11/24	02/24/24	03/01/24
02/25/24	03/09/24	03/15/24
03/10/24	03/23/24	03/29/24
03/24/24	04/06/24	04/12/24
04/07/24	04/20/24	04/26/24
04/21/24	05/04/24	05/10/24
05/05/24	05/18/24	05/24/24
05/19/24	06/01/24	06/07/24
06/02/24	06/15/24	06/21/24
06/16/24	06/29/24	07/05/24
06/30/24	07/13/24	07/19/24
07/14/24	07/27/24	08/02/24
07/28/24	08/10/24	08/16/24

# **JOB DESCRIPTION FOR SUBSTITUTE TEACHER**

**Job Title:** Teacher – Substitute  
**Reports to:** Sub Office  
**Duty Days:** Intermittent  
**Wage/Hour Status:** Varies  
**Pay Grade:** Substitute Salary Schedule  
**Date Revised:** 2021

## **Primary Purpose:**

Act in lieu of the established classroom teacher and perform the duties as assigned by the Principal/ Supervisor.

## **Qualifications:**

Teaching certification OR Bachelor's degree OR Minimum High School/GED  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills  
Speak, write, read, and comprehend English – Communicate with students, staff and others in English  
Punctuality and dependability  
Flexibility in the job assignment

## **Major Responsibilities and Duties:**

1. Perform any special duties the classroom teacher may have.
2. Prevent students from leaving the room unless it is absolutely necessary.
3. Check the class roll at the time and in the manner designated by the building principal. Names, dates of absences, and tardies should be listed as instructed.
4. Student that needs medication, send them to the nurse. Only authorized district employees may administer medication.
5. Notify the school office, before leaving campus, of any serious problems experienced during the day.
6. Assume the same responsibilities as a regular classroom teacher for students, equipment, and other assigned materials.
7. Follow the lesson plans provided by the teacher and maintain the regular routine of the class.
8. Leave a summary of work covered in each class and other information pertinent to the teacher.
9. Maintain a level of discipline in the classroom, which is conducive to good learning.
10. Notify a neighboring teacher if assistance is needed from the principal's office.
11. Document information on any student(s) who failed to follow classroom rules of conduct and/or failed to complete work assigned.

## **Working Conditions:**

Physical demands/Environmental factors: May require standing for long periods of time. Frequent stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.  
Mental demands – ability to communicate effectively (verbal and written); maintain emotional control under stress.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

# SUBSTITUTE PROCEDURES

## I.D. Badge/Clocking In/Out

Substitute Teachers are required to wear provided ID badges for the duration of the entire assignment. The ID badge will also be used to clock in and out of each assignment. This includes same-day, half-day jobs at the same/ different campus.

## School Hours

The school day for substitute teachers is as follows. See the schedule below by campus. **You will clock in and out every day at the time clock.** Punctuality is **extremely important**. All substitute teachers are requested to arrive **15 minutes** before the start of class to open and be at their **classroom door** to greet students as they enter the classroom. The hours may vary. Refer to the time in AESOP.

## The Classroom

Upon arrival, the campus secretary will provide you with a substitute folder that contains the following: classroom keys, sitting chart, lesson plans, daily schedule, campus map, names of key personnel who can assist you on campus, and emergency information.

## Student Attendance

Attendance is an important part of the day. All students not present at the appointed attendance time are to be counted absent. **Take attendance** and **list the names** of students not present. Leave this information for the teacher when you submit your notes at the end of the day. If you have more than one class, please do this for each class. Follow all campus instructions and procedures for taking attendance.

## Class Instruction

Students, equipment, and materials are assigned to your care. Leave the room neat, clean, and well attended.

You are to maintain the duties of the regular instruction.

Do not participate in an instructional parent conference without the approval of the campus principal or the instructional supervisor.

If you have been assigned for more than one day and need to discuss lessons with the regularly assigned classroom teacher, ask the principal about contacting the established classroom teacher. That may have already been done for you.

## Lunch

You may bring your lunch or purchase a school lunch. Do not plan to leave the campus before campus dismissal time without the permission of the school principal. Duties assigned to the teacher for student supervision will be part of your assignment as the substitute.

## Remaining on Campus

You are expected to remain on campus for the full school day, or length of assigned time. Please contact the campus office if there is a need for you to leave campus at any time.

### **Keys**

**Never leave your classroom unattended.** If an emergency arises, call the office or ask for assistance from a neighboring teacher. **Lock your classroom when vacant. Secure your keys and valuables.** Students should not have access to the teacher's desk or files. For security reasons, all classroom doors are to remain locked at all times.

### **Messages**

General announcements are made on each campus in the morning. If you need assistance in your classroom to resolve a critical issue, call the front office.

### **Cell Phone**

Expectations for the use of cellular/personal phones and personal calls during the workday and school activities include:

- Cellular/personal phones are expected to be turned off or on silent while instruction is being provided to students.
- Personal calls/texts should be kept to a minimum, so as not to interfere with job responsibilities.

During school emergencies, the use of personal phones should be limited to contacting administration or emergency personnel. The District Emergency Operations Plan is to be followed.

### **Confidentiality**

**As a substitute teacher**, you should **observe the same ethics of professionalism as the professional** you are covering for. Student conduct, grades, or abilities are not the business of unauthorized personnel in or out of the district. Do not discuss these issues with teachers in general conversation in the lounge or other areas structured for social conversation. Student needs and strengths should be discussed in conference with a co-teacher or the instructional administrator when assistance and concern are appropriate.

**Special caution in expressing personal opinions and reactions about any student or co-worker is advised. Criticism of district personnel or students in the presence of other faculty, staff, students, or community members is inappropriate.** Should you have a specific concern your best channel of communication is the administrative staff of the campus you are assigned to.

### **Your Assignment**

You are obligated to complete one assignment before starting another, even if your favorite assignment becomes available. If, due to personal difficulties, you cannot complete your assignment, notify the campus principal and the personnel services coordinator (Veronica Bernal) immediately so arrangements for another substitute can be made.

### **Employment**

All substitutes are employed on an at-will basis and are not considered contractual employees. They are not employed for any specified length of time and have no property right in the employment. Substitutes are not guaranteed work at any specific campus, grade level, or other location. The district has the right to deny access to specific grade levels, teachers, campuses, and/or locations.

### **Removal of Substitutes from Assignments**

Reasons for excluding substitutes from any substitute assignment include but are not limited to:

- Not showing up for an assignment (two times)
- Not accepting jobs
- Multiple campuses asking for the substitute not to return
- Unacceptable or inappropriate behavior by the substitute

## EMPLOYMENT INFORMATION

### Clocking In/Out

Substitute teachers will clock in and out for each assignment using ID badge. **In the event that you are working two half days to complete a full day, you must clock in/out for each assignment even if both assignments are at the same campus.**

Substitutes will work the scheduled shift that is in AESOP. Hours recorded in VeriTime will result in the employee being paid for such time.

Time is rounded to the nearest 15 minutes. Examples below:

- actual clock in time of 7:36, punch will round to 7:30
- actual clock time of 7:38, punch will round to 7:45

**If the timeclock is not working or you missed to punch, it is the substitute's responsibility to contact the sub-office on the same day no later than the following morning.** Either via email or Remind App to report the missed punch along with time corrections that need to be entered.

Thirty-minute lunch will be auto deducted from the timesheet. Do not need to clock in and out for lunch. If a substitute is not able to take a full 30-minute lunch, contact the sub-office to have the auto lunch deduction adjusted.

Timesheets are approved the following Monday of each week by the sub-office.

### Paychecks

Substitute Teachers are paid bi-weekly.

An employee's paycheck statement contains detailed information, including deductions and withholding information. Substitutes, who have questions about their salary, should contact the sub-office at 361.694.9201.

Substitute Teachers will have access to view their paystubs online.

### Direct Deposit

The district offers employees direct deposit. **The first paycheck is always a paper/live check which will be sent out through US mail post office to the address on your file.** Thereafter your paychecks will be electronically deposited into your account if all information required by you has been submitted. For this service, you are required to provide direct deposit information with backup (voided check or a bank deposit authorization form).

### Payroll Procedures: Salary Deductions and Reductions

Substitutes are not eligible for TRS membership. They must have their Section 457 contributions deducted. TRS retirees are not required to make section 457 contributions. Medicare tax is applicable only to employees hired after March 31, 1986.

### **W-4s**

Every employee must complete an IRS form W-4 so that the correct amount of federal income tax can be withheld from their paycheck. In the event that an employee requests a change in the rate of deduction, a new W-4 form must be completed. Flour Bluff I.S.D. cannot amend an employee's rate of deduction without a complete W-4.

### **FICA**

Any employee that is not a member of the Teacher Retirement System will have a Section 457 deduction.

### **Medicare Deduction**

All employees hired after April of 1986 are required to have a 1.45% deduction for Medicare benefits.

### **Teacher Retirement (TRS)**

Substitutes can contact TRS for information about purchasing service credit.

Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas, 78701-2698, or call 1-800-223-8778 or 512-542-6400. TRS information is also available on the website address: [www.trs.state.tx.us](http://www.trs.state.tx.us)

### **Retirees as Substitutes**

The definition of a substitute for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee.

Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. **It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits.**

### **Workers' Compensation Insurance**

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. 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 your supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

### **HIPAA**

The Health Insurance Portability and Accountability Act of 1996, HIPAA, established rules for protecting individual Personal Health Information, PHI. HIPAA provides individuals certain rights regarding their PHI and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of Federal Law.

### **Fraud and Financial Impropriety**

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include, but not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district

### **Criminal History Background Checks**

Substitute teachers 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**

Substitutes shall notify the Substitute Services Administrator 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; INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS
2. Crimes involving an 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:
  - 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, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
  - Acts constituting public intoxication, operating a motor vehicle while under the influence of



alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period, or Acts constituting abuse under the Texas Family Code.

### **Fingerprinting**

All substitutes are required to be fingerprinted with the FACT Clearinghouse/TEA/TXDPS/FBI database. As a result, Flour Bluff ISD will receive notification of any preexisting or new activity related to your criminal history/background. If a substitute is arrested for any felony or any offense involving moral turpitude it must be reported immediately to the Substitute Office in writing via fax or email. Provide the date of the offense and a description of the offense. Failure to report within three calendar days could result in restriction from substituting in Flour Bluff ISD. Standards related to criminal history reviews will be applied and a determination made by Human Resources and shared with the substitute.

### **Substitute Employee Advisory Notice**

Please be advised of the following employment practices and procedures:

Substitutes are employed by the FBISD Personnel Department based on the qualifications established by the district and are subject to assignment based on the needs of the district. Nothing contained herein construes an employment contract. **Your continued employment is on an at-will basis.** Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. As an at-will employee you are free to resign at any time for any reason or for no reason.

By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school break including, but not limited to, the summer, winter, and spring breaks. Please see the FBISD Scholastic Calendar 2017-2018. This calendar established for this school year, and each school year hereafter, identifies the scheduled school breaks. Continuation of employment is contingent on school operations and will not apply in the event of any disruption that is beyond the control of the district, (i.e. lack of school funding, natural disaster, court orders, public insurrections, war, etc.)

## **DISTRICT POLICIES**

### **Employee Standards of Conduct (Policy DH Legal and Local) ()**

**Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [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, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

A warning may be given to an employee who engages in misconduct.

#### **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.

No violation of this policy occurs when:

- Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
- A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
- 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 (email), 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 regulations, 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:

Exceptions for family and social relationships;

The circumstances under which an employee may use text messaging to communicate with students; and

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:

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:  
Other employees. [See DIA]

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:

Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

Alcohol or any alcoholic beverage.

Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

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.

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

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. 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.

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:

Crimes involving school property or funds;

Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

Crimes involving moral turpitude, which include:

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**

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.

### **Conflict of Interest**

All employees shall abide by the District's conflict of interest policies. [See CAA, CB, CBB, and DBD]

### **Improper Release of Records**

In light of civil, criminal, and administrative penalties for the improper release of records and information pursuant to the Family Educational Rights and Privacy Act (FERPA), the Public Information Chapter of the Government Code, the Freedom of Information Act, and applicable Board policies, each employee involved in the dissemination of records and information shall take appropriate steps to ensure that confidential information is not, inadvertently or otherwise, divulged without proper legal authority or verification. [See FL, GBA, and GBAA]

## **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 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*

### **Professional Ethical Conduct, Practices, and Performance**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Ethical Conduct Toward Professional Colleagues**

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

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

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

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

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

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

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

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

### **Ethical Conduct Toward Students**

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

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

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

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

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

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

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

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

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

1. The nature, purpose, timing, and amount of the communication;
2. The subject matter of the communication;
3. Whether the communication was made openly or the educator attempted to conceal the communication;
4. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. Whether the communication was sexually explicit; and
6. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

19 TAC 247.2

## **Student Welfare: Child Abuse and Neglect (Policy FFG Legal and Local)**

### **Program to Address Child Sexual Abuse, Trafficking, and Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

## Reporting Child Abuse and Neglect:

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

- Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
- A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

### Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

### Making a Report

Reports may be made to any of the following:

A state or local law enforcement agency;

- The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](http://www.txabusehotline.org);
- Texas Abuse Hotline Website: <http://www.txabusehotline.org>
- A local CPS office; 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 DFPS, 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. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]



An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

### **Confidentiality**

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

### **Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

### **Failing to Report Suspected Child Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

- May be placing a child at risk of continued abuse or neglect;
- Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
- Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
- May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

### **Responsibilities Regarding Investigations**

In accordance with law, District officials shall be prohibited from:

Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;

Requiring that a parent or school employee be present during the interview; or

Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

## **Student Welfare: Freedom from Bullying (FFI Legal and Local)**

This policy addresses bullying of District students. For purposes of this policy, the term bullying including cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG

### **Bullying Prohibited**

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone

involved in the complaint process is a violation of District policy and is prohibited.

### **Examples**

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

### **Retaliation**

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

### **Examples**

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

### **Examples**

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

### **False Claim**

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

### **Timely Reporting**

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

### **Reporting Procedures**

#### **Student Report**

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

#### **Employee Report**

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee

### **Report Format**

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

### **Notice of Report**

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

### **Prohibited Conduct**

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

### **Investigation of Report**

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

### **Concluding the Investigation**

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

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

### **Notice to Parents**

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

### **District Action**

#### **Bullying**

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

#### **Discipline**

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

### **Corrective Action**

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

### **Transfers**

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

### **Counseling**

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

### **Improper Conduct**

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

### **Confidentiality**

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

### **Appeal**

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

### **Retention Records**

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

### **Access to Policy and Procedures**

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

## **Student Welfare: Freedom from Discrimination, Harassment, and Retaliation (Policy FFI Legal and Local)**

This policy addresses discrimination, including harassment, and retaliation against District students. For provisions regarding discrimination, including harassment, and retaliation against District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

### **Prohibited Conduct**

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

### **Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student. Discrimination is defined as treating a student or group of students differently from similarly situated students on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. One type of harassment this policy prohibits is dating violence, as defined below. Retaliation against anyone exercising their rights under this policy is a violation of District policy and is prohibited.

## **Harassment**

Harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Harassment includes dating violence as defined by law and this policy.

## **Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

## **Title IX Sexual Harassment**

As required by law, the District shall follow the procedures below at Response to Title IX Sexual Harassment upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment in an education program or activity and against a person in the United States under Title IX. [See FFH(LEGAL)]

## **Other Sexual Harassment**

### **By an Employee**

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

### **By Others**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

### **Examples**

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communications, including electronic communication.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

### **Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

### **Examples**

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyberharassment; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities

## **Examples**

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

## **Reporting Procedures**

### **Student Report**

Any student who believes that he or she has experienced prohibited conduct and any person who believes that a student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

### **Employee Report**

Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

### **Definition of District Officials**

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

### **Title IX Coordinator**

Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

### **ADA/ Section 504 Coordinator**

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]

### **Superintendent**

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

## **Alternative Reporting Procedures**

An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

## **Timely Reporting**

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

## **Notice to Parents**

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult. [For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

When the District receives a report of prohibited conduct that includes dating violence, the appropriate District official shall immediately notify the parent or guardian of the student who has been identified in the report as the alleged victim or perpetrator.

## **Investigation of Reports Other Than Title IX**

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to Title IX Sexual Harassment.

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

## **Initial Assessment**

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if proved, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

## **Interim Action**

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

## **District Investigation**

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

## **Criminal Investigation**

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.



## **Concluding the Investigation**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

## **Notification of Outcome**

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

## **District Action**

### **Prohibited Conduct**

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

### **Corrective Actions**

Examples of corrective action may include a training program for those involved in the report, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination, harassment, and retaliation.

## **Bullying**

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

## **Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

## **Confidentiality**

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

## **Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent has the right to file a complaint with the United States Department of Education Office for Civil Rights.

## **Response to Title IX Sexual Harassment**

For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

## General Response

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed or dismissed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct. The Title IX coordinator also reserves the right to sign a formal complaint, initiating the Title IX grievance process, if it would be deliberately indifferent not to investigate and respond to the prohibited conduct in accordance with Board policies and the Student Code of Conduct.

## Title IX Formal Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;

10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

### **Standard of Evidence**

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

### **Retaliation**

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX. In the absence of a formal complaint, allegations of retaliation shall be investigated under Investigation of Reports Other Than Title IX, above.

### **Examples**

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

### **False Claim**

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

### **Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

### **Access to Policy and Procedures**

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

### **Title IX Coordinator**

The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

Name: Cassie Freeman

Position: Executive Director of Human Resources  
Address: 2505 Waldron Road, Corpus Christi, TX 78418  
Email: [Title IX coordinator](mailto:cfreeman@flourbluffschoools.net) (cfreeman@flourbluffschoools.net)  
Telephone: (361) 694-9216

#### **ADA/Section 504 Coordinator**

The District designates and authorizes the following person as the ADA/Section 504 coordinator to be responsible for coordinating the District's efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:

Name: Dr. Linda Barganski  
Position: Associate Superintendent for Federal and State Programs  
Address: 2505 Waldron Road, Corpus Christi, TX 78418  
Email: [ADA/Section 504 coordinator](mailto:lbarganski@flourbluffschoools.net) (lbarganski@flourbluffschoools.net)  
Telephone: (361) 694-9230

### **Wellness and Health Services: Medical Treatment (Policy FFAC Legal and Local)**

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

#### **Medication Provided by Parent**

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

#### **Medication Provided by the District**

Except as provided by this policy, the District shall not purchase medication to administer to a student.

#### **Athletic Program**

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

## **Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

## **Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

## **DAILY SCHEDULES, ROUTINE, AND TIPS FOR SUCCESS**

If you cannot fulfill an assignment accepted previously, you **must** cancel the assignment by contacting the Substitute Services Administrator as soon as possible. **If a pattern of accepting assignments and dropping last minute occurs, it is possible that you will not be able to continue substituting in Flour Bluff ISD.**

1. **Be punctual** (in every capacity –arriving, to and from lunch, conference periods, checking roll, etc.) Upon arrival at a school campus, report to the principal's office, sign in, receive the schedule for the day, and other instructions. Be prepared to give your AESOP confirmation number. **If a pattern of late arrival occurs, it is possible that you will not be able to continue substituting in Flour Bluff ISD.**
2. Any money collected from students should be deposited in the office along with adequate records. Money must not be left in the classroom.
3. **Be positive!**
4. **Remain on duty until released** by the principal or supervisor and sign out in the office before leaving. Teachers do not release you from duty, the office or administrator releases you from the day.
5. **Confidentiality is of the utmost importance. DO NOT share information about any students, teachers, staff members, or other school issues with anyone outside of FBISD. Breaking confidentiality is cause for immediate and permanent restriction.**

### **Additional Duties and Responsibilities for the Substitute Teacher**

6. The substitute folder should include the lesson plan book, the daily schedule, information on lunchroom procedures, clinic and telephone policies, and the summary sheet. It should be left in the top middle drawer of the teacher's desk, or any other place designated by the principal.
7. Review the lesson plans, directions, and schedule. If there are not any plans or if you have any questions regarding the plans, find the team leader or department chair and clarify what they want you to do.
8. **Lesson plans should be followed unless the principal or his designee** (assistant principal, department chairperson, team leader) approves alternate plans. As a substitute, you are expected to follow the lesson plans, activities, and programs left by the teacher for that day. It is not appropriate for you to substitute your own agenda or plans unless they are approved. **If you cannot follow the plans left by the teacher, contact the appropriate parties (previously listed) immediately.**
9. Become familiar with the teacher's daily schedule, which includes the amount of time for each subject, time to arrive in the cafeteria, special class time, restroom time, and dismissal time. Adhere to the schedule!
10. Written work should not be graded, except as otherwise requested by the regular classroom teacher. Any written work which is beyond the lesson plan can be graded and left to the regular teacher.

11. Greet teachers who are nearby and introduce yourself.
12. Greet students as they arrive. Tell them you are their GUEST TEACHER for the day.
13. Stand at the door during every class change, observing both the hallway and the classroom.
14. Check the room when first entering, after every class change, and before leaving. The room should be left neat, clean, and orderly.
15. Do not leave the campus during the school day without the permission of an administrator.
16. Protect and safeguard all personal items, equipment, and other school property. Substitutes are issued keys for the classroom, and they should be returned to the principal's office at the end of the day.
17. Practice good energy conservation. Turn out lights and turn off all electrical equipment before leaving the room at any time but leave lights on when students are in the room.
18. Follow regular class procedures and/or other duties.
19. Most teachers have their rules posted in the classroom. If so, follow those rules. If not, follow simple and sensible guidelines that maintain safety and learning. If in doubt, ask a professional in the building for guidance.
20. New textbooks and workbooks should be issued only by the regular teacher, another teacher from that grade level, or by the department chairperson.
21. Act professionally. The same ethical standards, laws, and regulations that are in effect for permanent teachers are in effect for substitutes as well. Unethical behavior will result in immediate and or permanent restriction.
22. Dress professionally for the class you are teaching. Follow substitute dress code. Warm-up suits or jeans may be worn for P.E. assignments only. No yoga pants. Jeans may be worn for Spirit Days. No hats.
23. Respect the students- this is in action, tone, word choice, and reaction. **(No Profanity including the words: crap, stupid, dumb, shut up, idiot)**
24. Use discretion and caution in issuing hall, restroom, and office passes.
25. Enforce all school rules without apology.
26. Report any unusual happenings to the principal immediately.
27. No food or drinks are allowed in the classroom.
28. **Do not use your cell phone when with students or monitoring students, including texting or the internet.**

29. **Do not use the school computers or personal computers for personal business.**
30. Accompany elementary students to the cafeteria. Supervise students in the cafeteria when required.
31. Accompany students to recess. Visibly supervise students on the playground. Watch them!
32. Never leave students unattended. Seek help from district employees to assist in emergencies that would require you to leave the class.
33. Leave the teacher a note explaining what your day was like, leaving information on the students' work or behavior is appropriate. Praise, when deserved, is always welcomed by the teacher.
34. Leave the classroom as you found it.

### **Extra Duties**

1. The substitute teacher will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty or other special duties assigned by the principal. Neglecting these duties will put children at risk of harm.
2. You are required to stay for the entire day and fulfill all duties unless released by an administrator.
3. If necessary, substitutes on long-term assignments may be required to attend faculty meetings or grade level meetings in the place of the regular teacher.

### **Additional Notes**

- 🍏 Be aware that principals have the option of evaluating a substitute. Effectiveness as a substitute is directly related to the ability in managing students and carrying out teacher plans. A copy of this form, "Evaluation of Substitute Teacher" can be found in this handbook.
- 🍏 Should a principal report a problem, we will contact you via email, letter, or phone (not all three). Once contacted, it is the substitute's responsibility to contact the Sub Office for additional information. If there are three (3) negative reports, or if the problem is of sufficient seriousness, we may remove your name from the active file. You may also be temporarily "inactive" until you contact the Sub Office Supervisor.
- 🍏 Substitutes have the opportunity to assess their assignments. From your Aesop home page, you will need to click on the Leave Feedback link. A screen with jobs awaiting your Feedback will open up. Click on Leave Feedback listed next to the assignment. Flour Bluff ISD has a policy in place to address substitute complaints, concerns, or comments.
- 🍏 Teachers have the opportunity to assess the substitute. FBISD had a policy in place to address teacher complaints, concerns, or comments in regard to a substitute.
- 🍏 Substitute teachers are asked to be available to accept future jobs as well as the same day. Attendance and inactivity will be evaluated each month. Substitutes are asked to accept a minimum



of 5 days a month (depending on the number of work days in the month). Reasons for lack of job acceptance will be looked at on a case-by-case basis.

- If you failed to list something correctly on your application (such as criminal history) contact Human Resources.
- All payroll questions should be directed to the Payroll Department.

### **Safety and Security**

The safety and security of all employees and students is the top priority in day-to-day school operations. Each campus has developed a safety plan which is tailored to that campus. This plan is available to you through the principal's office. As a substitute, the safety and security of students is a dominant job responsibility.

### **Discipline**

1. The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to a positive learning environment. A well-organized and skillfully conducted class will have fewer discipline problems. Your presence, stature, and tone of voice affect the reaction of a class to you. **A positive attitude will do much to win the respect of the students.** The points below offer some sound and proven advice.
  - a. Start the day in the manner in which you wish to continue. Greet students at the door.
  - b. Know what lessons you will present, at what time you present them, and the method you will use.
  - c. Observe carefully pre-scheduled routines (homeroom, breaks, lunches, etc.)
  - d. Do not threaten – provide obtainable goals with enforceable consequences.
  - e. Be consistent and fair in saying please and thank you to the students.
  - f. Stand when presenting a lesson and walk around at all times.
  - g. Speak loudly enough to be heard, but softly enough to obtain attention.
  - h. Corrections for academic/behavioral success.
  - i. Contact the principal if you need help. (safety & security)
2. If after several attempts at positive redirection a student continues to disrupt the learning environment for other students, you may call the office explaining details of the inappropriate behavior and attempts at redirection for them to escort the student to the office. **Do Not Leave the Class** to escort the student to the office personally! **Do Not Touch** the student to send them out of the classroom towards the office. If the student refuses to leave, contact the office via classroom phone.
3. No corporal punishment will be administered to any student for any reason.

4. **For your physical and legal safety, physical contact with students must be avoided unless it is considered part of the job description. Substitutes who are accused of inappropriate touching or behavior with students will be reported immediately by the school administration to the appropriate officials (police, CPS, etc.) These substitutes will be removed from the Flour Bluff ISD Substitute List pending the outcome of the investigation. You will not be contacted during the investigation.**

### **Substitute Accident (Reporting)**

A substitute who has had an accident in the course and scope of employment, regardless of its seriousness, must report it immediately to the Substitute Services Administrator. Supervisors and department heads must notify the District's Risk Management Department within eight (8) hours of its occurrence. The substitute's supervisor will coordinate a thorough investigation of each accident involving the substitute including an interview of any witness who may have seen the accident. The substitute's supervisor will prepare preliminary and final reports of the accident detailing the circumstances of the accident and any necessary corrective action to be taken to avoid the recurrence of the accident.

### **Student Illness or Accident**

- If a **child becomes ill** while at school send him/her immediately to the nurse/office with a student escort if necessary. Do not try to diagnose or take care of a student's medical problem yourself. **DO NOT LEAVE THE CLASSROOM.**
- Accident or injury - the school nurse or an administrator should be summoned immediately. **DO NOT LEAVE THE CLASSROOM.**
- Procedures and techniques covered on the "Communicable Disease" information sheet in this handbook should be employed in these situations.
- Under no circumstances should a substitute teacher/paraprofessional administer medication to a student.

### **Fire and Emergency Drills**

Become familiar with emergency drill procedures. Diagrams are posted in each room.

### **Religion in the Schools**

Flour Bluff School District is committed to the constitutional principle of separation of church and state. Board policy EMI (LOCAL) makes it clear that employees will neither advance nor inhibit religion. Employees may not pray with or in the presence of students. However, nothing prevents a teacher or other employee from praying or reading religious material during a time when students are not present, and you are not responsible for students. If a group of employees wishes to pray together, read the Bible, or engage in some other religious activity, they may do so as long as the activity does not interfere with their duties or the rights of other employees or students.

Off-campus and outside the school day or school year, school district employees have the same right to religious expression as any other citizen. At the same time, employees are expected to refrain from using their position in the district to promote religious activities in the community. For example, if an employee teaches religious classes in their church or gives a religious devotional, the employee should do so as a citizen not as a teacher or employee of Flour Bluff Independent School District.

### **Moment of Silence**

As early as possible at the beginning of each school day for which classes are scheduled, students in all schools shall recite the pledge of allegiance to the United States and Texas flags. Immediately following the recitation of the pledges, the students will have the opportunity to take part in one minute of silence.

The Moment of Silence will be announced over the public address system to classrooms with the following words:

“As we begin another school day, let us take a moment to silently think about our day, our activities, and what we hope to accomplish.”

The Moment of Silence is intended to be an individual activity. There shall be no attempt by any district employee to influence in any way, another person’s thoughts during the Moment of Silence.

During the Moment of Silence, students are expected to remain seated and silent.

### **Computer Access Guidelines**

The use of computers by substitutes is strictly prohibited unless authorized by the school principal or assistant principal. Any substitute granted permission to access district computers must agree in writing to abide by Flour Bluff ISD’s Acceptable Use Guidelines. Signing the receipt of this handbook indicates your understanding and willingness to comply with the district’s policy against non-long-term substitute use of Flour Bluff ISD computers.

### **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 telecommunications, such as landlines, cell phones, and Web-based applications.

Substitutes shall be held to the same professional standards in their public use of electronic media as they are in any other public conduct. If a substitute’s use of electronic media violates state or federal law or District policy or interferes with the substitute’s ability to perform his or her job duties effectively. The substitute is subject to disciplinary action, up to and including termination of employment.

### **Relationship with Students**

Substitutes shall not form romantic or other inappropriate social relationships with students. Any sexual

relationship between substitute and student is always prohibited, even if consensual.

### **Professional Ethics of a Substitute**

- The substitute acts in lieu of the regular employee and should perform the duties as assigned by the principal or supervisor.
- The substitute should use extreme caution in expressing personal reactions and opinions about what is seen and heard in the classrooms and/or offices where they are substituting. Confidentiality is of the utmost importance.
- The school exists because of the student. The first obligation of the substitute is to the student.
- Under no circumstances should a substitute teacher criticize a student or the regular classroom teacher. This includes, but is not limited to, the presence of other students, teachers, or the community. Criticism and/or comparisons of individual campuses and teachers should also be avoided.
- Concerns, comments, and/or questions should be directed to the building principal.
- Do not bring books to read, PDA's, computers, handheld games, or other material/devices for personal use when you should be supervising students. Come prepared to teach and work with the students.
- **Discrimination by gender, race, or religion is not permitted. Sexual harassment, and mental, verbal, or physical abuse is not permitted. Violations in these areas will be reported to the proper school personnel, law enforcement authorities, and/or government agencies.**

### **Employee Discrimination / Harassment**

The district prohibits discrimination, including harassment, based on a person's race, color, gender, national origin, disability, religion, age, or any other basis prohibited by law. Discrimination against an employee is defined as conduct directed at an employee on a previous basis that adversely affects the employee's employment. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate discrimination or harassment of others and are encouraged to report claims as soon as possible to their supervisor. Failure to promptly report alleged harassment may impair the district's ability to investigate and address the claim(s).

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance.
2. Creates an intimidating, threatening, hostile, or offensive work environment.
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

Employees shall not engage in conduct constituting discrimination or harassment. The district shall investigate

all allegations of such claims and shall take appropriate disciplinary action against employees found to engage in such acts.

An employee who believes he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. A complainant who is not satisfied with the outcome of the investigation may appeal through the district's grievance policy.

### **Student Discrimination / Harassment**

The district prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the previous bases that adversely affects the student. The district prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate any form of discrimination of students and shall report any alleged acts in a timely manner. Failure to promptly report alleged discrimination may impair the district's ability to investigate and address the harassment.

### **Responsibility of the Established Teacher**

Establish teacher will have lesson plans, class rolls, seating charts, and any special instructions accessible to the substitute teacher. Special circumstances / emergencies may arise that do not allow the teacher to fully prepare. In this case check with the nearest teacher or team leader.

## **SUBSTITUTES AND THE AESOP SYSTEM**

This service, called AESOP (Automated Educational Substitute Operator), utilizes both the telephone and the Internet to assist you in locating jobs. You may interact with the system either on the Internet at <http://www.aesoponline.com> or by way of a toll-free, automated voice instruction menu system at 1-800-942-3767.

Each substitute is matched to assignments from the information given on the “AESOP Profile Information sheet.” If you need to make changes to your substitute profile in AESOP, you can do so by contacting the Sub Office at 361-694-9201.

Aesop calls substitutes from 5:00 pm – 9:30 pm each evening and from 5:30 am – 12:00 pm each morning. Substitutes should arrange their early morning schedules to be able to leave home on very short notice. However, a substitute may receive a phone call at any time during the day as the need occurs. If you accept a late assignment from the phone system or the website you must be able to arrive on the campus within 1 hour from the time the assignment was accepted.

Your availability as a substitute is a consideration in your use. Substitutes who are more readily available and do not often turn down requested assignments are more likely to be contacted. You can cancel an assignment in the system up to 8 hours before the start time. If an emergency arises and you need to cancel an assignment within 8 hours of the start time, you can do so by calling the sub-office at 361-694-9201 or email [nrobey@flourbluffschoools.net](mailto:nrobey@flourbluffschoools.net).

Non-Workdays, Bad Weather Days – please check Aesop for Web Alerts and the Remind App or contact the Sub Office for school closings.

Staff Development / Student Holiday – please check your FBISD Scholastic Calendar for days that are marked staff development/student holiday as substitutes are not needed on these days. If an assignment has been entered in error on these days, please do not accept.

Summer Break – substitutes are not utilized during the summer break.

## **SUBSTITUTES AND THE REMIND APP**

The remind app is used by the Substitute office to quickly notify substitute teachers of any information that needs to be send out quickly. Substitutes can contact the Substitute Office through the App as well. The app is free to use.

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