

# **Fabens ISD**

## **2024–2025 Substitute Handbook**



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# 2024-2025 Substitute Handbook Receipt

I hereby acknowledge receipt of a copy of the Fabens ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

You may access a digital copy of the Substitute and the Employee Handbooks at:

<https://resources.finalsite.net/images/v1725481462/fabensisdnet/dbo0kmtuhbr89rutjcoo/2021-2022SubstituteHandbook.pdf>

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or Human Resources if I have questions or concerns or need further explanation.

\_\_\_\_\_

Substitute Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

# **Substitute Employee Agreement for Acceptable Use of the District's Technology Resources**

I understand that I do use a District computer, my computer use is not private and that the District will monitor my activity on the computer system when utilizing either a District-provided computer and/or a personal laptop.

I have the read Employee Agreement for the Acceptable Use of the District's Technology included in Section XX of the Handbook, District policies, and the Administrative Regulation included in the employee handbook and agree to abide by their provisions.

In consideration for the privilege of using the District's Technology Resources and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from use of, or inability to use the system, including, without limitation, the type of damage identified in the District's policies and administrative regulation.

\_\_\_\_\_  
Substitute Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# Greetings

## To Fabens ISD Substitute Employees

The role of the substitute teacher is a challenging one which brings with it many rewards and the opportunity to assist in the development of the Fabens's greatest asset – its students.

The purpose of this handbook is to provide substitutes with the information needed in order to provide continuity to the instructional program when teachers and Instructional Assistants must be absent from their classrooms. In addition to providing assistance to the instructional program, another primary responsibility of substitutes is to maintain a safe, attractive, and supportive educational environment for the students entrusted in their care. It is expected that you work with the teachers and administrators on the campuses you visit to ensure stability and a high quality experience for students.

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

# District Information

Fabens ISD is a rural district located 20 miles southeast of El Paso, Texas in El Paso County. The district covers 62 square miles of El Paso County. Fabens has been an agricultural community that has continually received Mexican immigrants seeking better opportunities.

The railroad line through Fabens was built by Southern Development Company, which was owned by Southern Pacific. The coming of the railroad had brought a few humble dwellings to our location, for this was a watering station. It was the custom in those early days to name railroad stops for officials of the railroad. Therefore, our town was given the name FABENS in honor of Mr. George Wilson Fabens, assistant land commissioner for the Southern Pacific Lines in Texas and Louisiana.

Fabens didn't begin to grow until 1910. At that time the county road was finished and soon paved as State Highway No. 1. The bridge across the Rio Grande River was built in 1910. In 1913 the O'Donnell Inn (then called Island Inn), a depot and the Cobos School were all built.

The TEXAS HANDBOOK, Vol. 1 says, "As part of the San Elizario grant, the site (Fabens) was sold to Sabas Grijalva and Diego Loya, who in turn, sold it to E. S. Newman in 1887, excluding the right-of-way already given to the Galveston, Harrisburg, and San Antonio Railroad. The town site was laid out in 1911, but the main development was by the Fabens Townsite and Improvement Company, which acquired ownership in 1913."

The first school location in Fabens was a building in the 300 blocks of West Main. That building no longer stands. Mrs. J.M. Escajeda, at the time the oldest living alumni at the time, told us she once attended school there. At that time there was no paved road. Cattle roamed the area and frightened the children on their way to school. During the early years, Latin-American and Anglo children did not attend school together. For a time the Anglos were taught good "old" reading, 'writing, and 'arithmetic" in a tent which was pitched at the corner of Fabens and Camp Streets, about where the First Baptist Church stands.

The school year of 1923-1924 saw Fabens with three schools. A Mexican primary school of three grades and three teachers with attendance passing the one hundred mark, and an Anglo school of eight grades with five teachers and one hundred and twenty-five as the highest attendance. A school on the island had about 75 students. Fabens and Island school consolidated beginning with the year 1924-1925.

In 1927 a new school was built. All pupils except those who could not speak English attended this school. Non-English-speaking pupils continued using the Cobos School until it was demolished to make way for the new High School which was erected in 1947. Non-English-speaking students were moved to the old CC Camp building, which the School District had acquired. Fabens also had a school for Black students located at CC Camp. This camp was here during the depression years of 1936-1939. When Black students finished grade school they

were bused to El Paso to attend Douglass High School. In the fall of 1961, all the Black students were transferred to the various other buildings of our school district.

The next building in our school district was the Primary, built-in 1953. This was later named Risinger Primary and now is the David Sublosky Head Start Early Childhood Center. In 1963 Johanna O'Donnell Elementary was built housing 4th and 5th grades. The O'Donnell has since moved to the old high school since a new High School was completed on G Avenue NE in December 1988. Students began classes in January 1989. Our latest new addition is our Middle School which was built in 1999. With the move of the 4th and 5th grades to the 'old' High School completed, the Cotton Valley Early College H.S. has moved into the building previously known as the O'Donnell 4th.

This brief history was researched and written by Fabens High School students, 1999.

## **Mission Statement, Goals, and Objectives**

### *Policy AE*

All students of the District will be prepared to be successful, lifelong, global learners.

## **Board of Trustees**

*Policies BA, BB series, BD series, and BE series*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by place and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

### **Fabens Independent School District Board of Trustees**

- Orlando Flores..... President
- Ben Morales ..... Vice President
- Adan Escobar ..... Secretary
- Luis (Charlie) Estrada ..... Trustee
- Sylvia Gonzalez..... Trustee
- Angel Ornelas..... Trustee
- Julieta Sepulveda-Ramirez ..... Trustee

The board usually meets the third Wednesday of the month at 6:30 p.m. in the board room. In the event that large attendance is anticipated, the board may meet at Fabens Middle School Cafeteria, 1200 Mike Maros, Fabens, Texas. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website ([www.fabensisd.net](http://www.fabensisd.net)) and at the Fabens Post Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

# Board Meeting Schedule

July 17, 2024	January 15, 2025
August 21, 2024	February 19, 2025
September 18, 2024	March 19, 2025
October 16, 2024	April 16, 2025
November 20, 2024	May 21, 2025
December 18, 2024	June 18, 2025

## Administration

Interim Superintendent .....	Martin Torres
Assistant Superintendent for Curriculum and Instruction .....	Dr. Rogelio Segovia
Director of Business and Finance... ..	Martin Torres
Human Resources Director .....	Aide Polanco

# 2024 – 2025 School Calendar



## FABENS INDEPENDENT SCHOOL DISTRICT

# 2024 | 25

### ACADEMIC CALENDAR

### 07 JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### 08 AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### 09 SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### 10 OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### 11 NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### 12 DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### 01 JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### 02 FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### 03 MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### 04 APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### 05 MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### 06 JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**COLOR KEY**

- 📅 Holidays
- 🏠 District Closure
- 👤 New Teacher Orientation
- 👥 Staff Development
- 👩 Teacher Work Day
- 👨 Teacher Planning Day
- 📅 Start of 9 Weeks
- 🏠 Open House / Parent Conference
- 👥 Early Release for Students and Teachers
- 👥 Intersession
- 📅 End of 9 Weeks
- 👤 Early Release for Students
- ☁️ Weather Day
- 👥 Fall Break for Students and Teachers

## PLANNING FOR EXCELLENCE: DATES FOR YOUR CALENDAR

- **HOLIDAYS:** All schools and offices closed.
  - July 1 - 5: District Closed
  - July 4: Independence Day
  - Sep 2: Labor Day
  - Oct 7-11: Fall Break
  - Nov 11: Veterans Day
  - Nov 25-29: Thanksgiving
  - Dec 23-Jan 8: Winter Break
  - Jan 20: Martin Luther King Jr. / Weather Day
  - Mar 10-14: Spring Break
  - Mar 31: Cesar Chavez Day
  - Apr 18: Good Friday
  - Apr 21: Weather Day
  - May 26: Memorial Day
- **INTERSESSIONS:** Only students participating in intersession should report to school.
  - Fall: Sep 30-Oct 4
  - Spring: Mar 3-7
- **PARENTS:** Open House
  - August 28 & 29
  - February 12 & 13
- **STUDENTS:**
  - First Day: Aug 5
  - Last Day: June 5
  - Graduation: June 6
- **TEACHERS:**
  - First Day: July 23
  - Last Day: June 6



## Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

<b>Benefits:</b> Insurance Benefits, Leave of Absences and Retirements.....	(915) 765-2113
<b>Risk Management:</b> Safety, Workers' Compensation, Reports of Injuries, and Transitional Duty.....	(915) 765-2106
<b>Payroll</b> .....	(915) 765-2112
<b>Substitutes</b> .....	(915) 765-2113
<b>Texas Education Agency (TEA)</b> .....	(512) 463-9734
<b>Texas Retirement System of Texas</b> .....	(800) 223-8779
<b>Fabens ISD Security</b> .....	(915) 765-2680
<b>Technology Department</b> .....	(915) 765-2670
<b>Human Resources</b> .....	(915) 765-2600

## School Directory

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

### Fabens Elementary School

1200 Mike Maros, Fabens, TX 79838  
Phone: (915) 765-2650 Fax: (765-2655)

### O'Donnell Intermediate School

301 NE Camp Street, Fabens, TX 79838  
Phone: (915)765-2640 Fax: (915) 764-3339

### Fabens Middle School

800 Walker Street, Fabens, TX 79838  
Phone: (915) 765-2630 Fax: (915) 764-7263

### Fabens High School

601 NE "G" Avenue, Fabens, TX 79838  
Phone: (915) 765-2620 Fax: (915) 764-4953

# Substitute Conduct and Welfare

Policy DH

## Responsibilities of Substitute Employees

**Substitutes' Oath:** "I will use common sense and good judgment when carrying out my duties as a substitute employee. I understand that while working as a substitute teacher, I am responsible for my behaviors and the actions that I take, regardless of whether or not these behaviors or actions are included in this handbook."

## Ethical Behavior

Substitute employees have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

## Standards of Conduct

*Policy DH*

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

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

All district substitutes should perform their duties in accordance with state and federal law,

district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district substitutes must adhere to, is reprinted below:

## ***Texas Educators' Code of Ethics***

### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

### **Enforceable Standards**

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

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

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

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

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

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not

restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

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

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

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or 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.

## **2. Ethical Conduct Toward Professional Colleagues**

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

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

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

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

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

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

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

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

### **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;

- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## Other Ethical Considerations

1. Confidentiality: Substitute employees have a vital responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.
2. No Solicitation: Substitutes may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any Fabens ISD property. Substitutes are also instructed not to promote or market their personal availability as substitutes to teachers or administrators through the wholesale distribution of resumes, business cards, phone calls, email messages, etc. Conversely, substitutes are welcome to make reasonable, limited, targeted attempts to inform Fabens ISD educators of their availability to work as substitutes. The exercise of good judgement and common sense is expected in this regard.

### B. General Duties

#### 1. Accepting and Canceling Jobs

Whenever possible, substitutes should accept the jobs they are offered through Frontline. Once they have done so, they should write down the date, time, location, job number and other information pertinent to the assignment. If, after accepting a job, a substitute must cancel a job, he should do so at the earliest possible opportunity. This can be done using either the Frontline and following the prompts to cancel a job. If he attempts to cancel the job after the deadline for doing so (approximately 6:00 a.m. the morning of the assignment) the Frontline will prompt the substitute to call the school administrator to cancel the job. (See Appendix E for school phone numbers.) Note: Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels the job in a timely manner. **Failure to do so will result in a school's excluding that substitute from working on their campus in the future; repeated failure to do so will result in the substitute being restricted from working anywhere in the**

**District. Also, if a substitute has three no-show/no-call incidents, this will constitute job abandonment and the substitute will be deactivated. The campus Administrator and/or teacher have the right to cancel any job selected. If cancelled the substitute does not receive payment for that day.**

## 2. Punctuality

In general, substitutes are expected to be on duty the same length of time as the regular employee. (See item 8. Other Duties as Assigned) This includes reporting to duty AT LEAST fifteen (15) minutes before the start of school. Many experienced substitutes advise arriving at school 30 minutes before the start of school in order to allow time to find the office, to sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching. The exact beginning and ending times for substitutes may vary from school to school, so be certain to listen carefully to the start times as indicated by the Frontline. When in doubt, call the school the day before to verify the start time and to get directions to the school if needed.

## 3. Reporting for Duty

Substitutes should always wear their photo I.D. badge and should report to the school office before assuming their duties in the classroom. They should sign in upon arrival, but do not sign out at the same time. While in the office, they should ask for a substitute's folder. Many schools have prepared folders for substitute teachers containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and list of key personnel. They should also ask if there are any special instructions or other information needed to carry out the day's activities. Finally, substitute teachers should ask in the office where the absent teacher's lesson plans can be found.

## 4. Substitute Identification

The substitute's I.D. badge should be worn or displayed at all times. If the badge is lost or stolen, please report this to the Substitute Office in Human Resources immediately and make arrangements to have another badge made. While on campus, be prepared to identify yourself as a substitute teacher and provide the name of the full-time teacher whose place you are taking. (See Visitors in the Workplace for additional information.)

## 5. Supplies, Materials and Equipment

Teachers' materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves campus. At the end of the day, the teachers' rooms and equipment should be left the way they were found at the beginning of the day. The full-time teacher's desk, files, and other storage areas should be regarded with respect.

## 6. Leaving the Campus

The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day should the substitute leave campus unless authorized to do so. Substitutes should not leave the campus at the end of the school day unless they have signed out through the school office.

### 7. Conference Periods

If there is a conference period at the end of the day, substitute teachers must check in at the office at the beginning of that conference period. If the conference period is at the end of the day, substitutes may not use that time to leave school early, but rather, they should report to the school office to see if they are needed somewhere else during that time. If the conference period is in the middle of the day, the extra period should not be used to extend their lunch; they still need to report to the office to see if they are needed somewhere else.

### 8. Other Duties as Assigned

Occasionally, a substitute may be asked to perform duties in addition to those assigned them through SFE. Also, a substitute may be asked to work in a classroom other than the one he had agreed to teach when he accepted the assignment through Frontline. In both cases, the substitute is expected to demonstrate flexibility and cooperation with the school administration in its attempts to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternate assignment made by the administrator, and they choose instead to leave campus, they will not be compensated for the work they declined to perform. Also, if substitutes are asked to work during a teacher's conference period for a teacher other than the one they were assigned, they are expected to accept this administrative request (at no additional pay.) However, substitutes are still entitled to a duty-free lunch.

### 9. At the End of the Day

When the children have been dismissed for the day—or placed safely on the correct school bus—the substitute teacher still has several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plans was accomplished and any other important information about the substitute's instructional efforts they might need to know about. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during her absence. In addition to leaving a note for the teacher, the substitute should leave an evaluation to be completed (if required.) Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute they may have received and to note the time of departure.

## 10. Changes in Personal Profile Information

It is the Substitutes' responsibility to ensure that their personal profile information is kept current. Home address, phone number and contact information can be changed using Employee Self Service.

## 11. Separation of Employment

If a substitute teacher does not work accept any jobs in six months they will be deactivated and will be separated from employment. The person will have to reapply and go through the hiring process again.

### **Classroom Duties and Instructional Responsibilities -Substitute Teacher**

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, check with the office. Substitute teachers should maintain the regular routine of the class unless approved to do otherwise. They should follow the daily class schedule and lesson plans provided by the regular teacher.

#### 1. Lesson Plans

When teachers are absent from school, they will leave lesson plans for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The lesson plans are the blueprint, the road map, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation from the lesson plans must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice. Please do NOT share your personal problems, issues, life situations with the students.

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to help with missing lesson plans. Also, in the Elementary schools, grade level chairpersons and subject matter specialists are available to assist the substitute. At the high school level, department chairpersons will provide assistance. And at the middle school – where learning is organized into instructional teams – the team leader should provide help when lesson plans are missing or insufficiently developed.

#### 2. Student Attendance

One of the many regular duties of the full-time teacher is the taking of student attendance. State law and District policy require that student absences be excused only with a written note from the parents or legal guardians. Substitutes are expected to assist in compliance with this

requirement. Attendance must be taken in every class and this information must be provided to the school office following the procedures established at the school. Attendance-taking procedures are included in the substitute's folder or are available from the office or any full-time teacher.

### 3. Written work/Grading papers

The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher. Nor should the full-time teacher expect the substitute to grade papers not assigned in the lesson plans. Extreme caution should be used when substitute teachers are asked to grade papers, the results of which will be made a part of the student's permanent grades.

### 4. Classroom Management

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classroom and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching. (Courses in effective classroom management are offered by the district throughout the year. See the Continuing Education Catalogue for additional information.)

### 5. Supplemental Instructional Materials

Substitute teachers must exercise care when selecting supplemental materials for classroom use. In particular, they should pay close attention to the manner in which the materials treat profanity and sex, violence, religion, human development, and biased materials. There are additional specific criteria that apply to the use of movies and videotapes in the classroom. R-rated movies are never to be used. PG and PG-13 movies cannot be used in the elementary schools. Written consent from the students' parents or guardians must be obtained to view PG or PG-13 movies at the secondary level. The use of any movie during the scheduled school day must be based on educational value and content.

### 6. Discipline

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. Substitutes must **never** administer **corporal punishment**, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. **Sarcasm is ineffective in the classroom and should not be used with students.** Some additional examples of inappropriate and ineffective discipline strategies include but are not limited to:

- 1) telling the students to "Shut Up!"

- 2) hitting, poking, flicking or making any other physical contact with students—especially when angry.
- 3) screaming or yelling at all students when only one or a few need redirections.
- 4) denying students access to the restroom or the nurse as retribution for misbehavior.
- 5) slamming or throwing things down on the desk or throwing things across the classroom to get students' attention.

Use of derogatory terms, racial slurs or asking where student's parents are from must not be used and will not be tolerated. Nor should the substitute confiscate personal items belonging to the students such as cell phones, iPod, etc. If a student's use of electronic equipment is disruptive to a class or violates classroom rules, the student can be sent to the office where the appropriate steps will be taken in dealing with the disruptive behavior. Only when all reasonable efforts to maintain order have failed should the substitute refer students to school administrators with a discipline slip or note explaining the circumstances.

- a) Referral Process Fabens ISD uses a standard referral form to be used when sending a student to the office. A supply of these forms should be in the Substitute folder or they are available from any teacher. When completing the form, indicate your name on the line for the teacher AND the teacher's name for whom you are substituting. Send the student with the completed form to the office or send the completed form to the office with another student if the situation warrants it.
- b) Office Communications in every classroom there is a communication device that can be used if you need to contact the office for immediate assistance. In older schools, there is a "Call Button" that is located on the wall near the door. In newer buildings, there is a telephone for use in contacting the office. If either is inoperative, you can send a student to the office with a message.
- c) Unattended Classroom The substitute should never leave the classroom unattended. Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.
- d) Firm, Fair and Consistent Most literature on substitute teaching indicates that in order to be successful in their treatment of students, the substitute needs to treat them in a firm, fair, and consistent manner. Fairness and consistency are key issues with students, especially in the middle school. The substitute must not "play favorites" when dealing with student behavior or performance.

## 7. Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. The expression, “Be on your feet, not on your seat,” is sage advice to the substitute. Many discipline problems can be avoided by the substitute’s use of proximity to the students. While you are in the classroom or supervising students, you are not to conduct personal business. Your focus should be on FUSD students and nothing else. NEVER leave students unattended, and always follow designated release procedures (for example, making sure “parent pick-up line” children go to designated areas, as well as “bus line” children.)

## 8. Seek Help!

At all times, and in all matters related to substitute employment, the substitutes should never hesitate to SEEK HELP when needed. Everyone in the school system wants the substitute to be successful— the teachers, administrators, students, and parents. Help is only a few steps or a call to the office away at any time. In addition to the teacher next door or across the hallway, key personnel are always available to assist the substitute with either instructional questions or classroom management concerns. These personnel include the administrators, subject area experts, grade level chairpersons, team leaders, and department heads.

## 9. Helpful Hints for Successful Substitutes

You must always leave detailed notes for the Teachers after you finish your assignment. Complete the Substitute Teacher Report (See Appendix J2) before leaving campus. Refrain from leaving negative comments and/or opinions about students, but rather stick to facts

## 10. Other Helpful Hints for Successful Substitutes

In addition to the school-based sources for assistance, help is also available to the substitute through a wide range of other sources. Internet resources include hundreds of sites available to substitutes for assistance with discipline, classroom management, and instructional materials. For your convenience, some of the most frequently listed hints for successful substitute teaching and resources for substitute teachers are listed in the Appendixes in the back pages of this handbook.

The School District and/or Campus Administration reserve the right to discontinue employment at any point.

## **Dress and Grooming**

### Policy DH (Local)

The following dress code applies to all faculty and staff. The purpose of these guidelines is to

promote a positive role model for students and a professional appearance for staff. The dress code does not, nor cannot anticipate every style of attire or exceptions. Therefore, final determination of the appropriateness of dress resides with the campus principal or department supervisor. Fabens ISD employees are expected to dress in a manner that reflects the value and professionalism they hold in their position.

- Cleanliness and neatness are expected of all staff at all times.
- Clothing for classes such as physical education, auto mechanics, Pre-K, Kindergarten, Special Education self-contained classes and the like shall be appropriate for class. While clothing for these classes may not fall under the outlined requirements of the policy, clothing should be appropriate for each specific class taught by an instructor while in the instructional setting.
- Employees may wear jeans only on Fridays and on days of special events, activities, as designated by the immediate supervisor and approved by the Superintendent. Jeans of any color are not allowed Monday thru Thursday. When jeans are allowed, they must be clean, neat, and pressed (no holes, no extremely faded or worn-out jeans) and work with a school spirit shirt.
- Shorts, spandex clothing, sweats, jogging suits of any kind, skorts, and cargo pants are not acceptable attire for the classroom.
- Shower shoes, rubber/plastic flip flops, slippers, Crocs or similar types of shoes are not allowed at any time.
- All visible tattoos need to be covered. All visible body piercing/adornments (other than in the ears) are not permitted to be worn.
- No unnatural hair color is allowed (e.g. blue, pink, green, etc.).
- Faculty and staff are prohibited from wearing clothing with printed materials promoting or indicating drug, alcohol, and tobacco products. Faculty and staff are also prohibited from wearing clothing with printed materials which may be sexually or ethnically offensive.

## **Discrimination, Harassment, and Retaliation**

### *Policies DH, DIA*

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation may be found at

[https://pol.tasb.org/Policy/Download/438?filename=DIA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/438?filename=DIA(LOCAL).pdf)

## **Harassment of Students**

*Policies DH, DHB, FFG, FFH, FFI*

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

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

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students may be found at:

[https://pol.tasb.org/Policy/Download/438?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/438?filename=FFH(LOCAL).pdf)

[https://pol.tasb.org/Policy/Download/438?filename=DHB\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/438?filename=DHB(LEGAL).pdf)

## **Reporting Suspected Child Abuse**

*Policies DG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services

(CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

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

## **Sexual Abuse and Maltreatment of Children**

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Additional information on child sexual abuse is available at <https://www.childsafe-sa.org>.

## **Reporting Crime**

### *Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Technology Resources**

### *Policy CQ*

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact Technology Department at (915) 765-2670.

## **Personal Use of Electronic Communications**

### *Policy CQ, DH*

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also

include all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]

- Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

# Electronic Communications between Employees, Students, and Parents

## *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district email address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities.

## **Reporting Crime**

### *Policy DG*

A district employee may report a crime witnessed at the school to any peace officer with authority to investigate the crime. A district may not adopt a policy requiring a school employee from reporting a crime witnessed at the school or to report a crime witnessed at the school only to certain persons or peace officers.

The Texas Whistleblower Act protects district employees who make good faith reports of violations of the law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act.

## **Criminal History Background Checks**

### *Policy DBAA*

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

## **Employee Arrests and Convictions**

### *Policy DH*

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

Moral turpitude includes the following:

- Dishonesty; fraud; deceit; theft; misrepresentation;

- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sell, or distribute, 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.

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

**Any employee arrested may be placed on Administrative Leave with or without pay or with pay effective immediately pending the outcome of the investigation, per Administrative Regulation XXX. This includes employees who are required to have a Commercial Driver’s License (CDL).**

## **Alcohol and Drug/Notice of Drug-Free Workplace**

### *Policy DH (Local)*

Fabens ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district’s policy regarding employee drug use follows:

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

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:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug. An employee need not be legally intoxicated to be considered “under the influence” of a

controlled substance.

## **Sanctions**

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

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

## **Searches and Alcohol/Drug Testing**

### *Policy DHE (Local)*

#### **Reasonable Suspicion Searches**

A district may search an employee or employee's property when the District has reasonable suspicion to believe the search will turn up evidence work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action.

#### **Reasonable Suspicion Alcohol and Drug Testing**

The District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of District policy. A District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination. A District employee confirmed to have violated the District's policy pertaining to alcohol or drugs may be subject to disciplinary action.

## **Fraud and Financial Impropriety**

### *Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

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

- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Public Information on Private Devices**

### *Policy DH (Local)*

Employees should not maintain district information on privately owned devices. A current or former board member or employee of a district who maintains public information owned device shall:

- Forward or transfer the public information to the district or district server to be preserved.
- Preserve the public information in its original form in a backup or archive and on the privately owned device.

## **Conflict of Interest**

### *Policy CB, DBD*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

### *Policy CY*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Equal Employment Opportunity**

Fabens Independent School District does not discriminate in hiring, promotion, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.

## **Removal From Service**

### *Policy DCD (Local)*

Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. Removal from the system or deactivation may also result from not accepting jobs for a long period of time, declining too many jobs, not keeping up with the daily availability/ unavailability, not keeping personal information current, or for other legal reasons deemed necessary and appropriate. If circumstances warrant it, the substitute may be restricted immediately from service to the District, pending the outcome of any investigation of Policy violations. Substitutes may also be excluded from working at particular campuses if the school administration and the Human Resources Administrator conclude it is in the best interest of the District to do so. Each campus maintains its own exclusion list of substitutes it no longer wants to use as substitute teachers.

## **Reports to Texas Education Agency (SB7)**

The dismissal of any school district employee must be reported to the Division of Investigations at TEA whenever the termination is based on a report that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event The superintendent is also required to notify TEA when a District employee resigns and there is evidence the educator engaged in the conduct listed above.

## **Safety**

### *Policy CK series*

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

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Employees with questions or concerns relating to safety programs and issues can contact Supervisor of Facilities and Operations at (915) 764-3600.

## **General Safety**

All employees are expected to work in a safe and prudent manner abiding by all safety related District policies and procedures. A clean, safe, and organized work environment is essential. Using good safety practices reduces the potential for accidents that may result in injury. Good housekeeping practices ensure the best use of space and creates a positive and pleasing school

and/or department environment for students, staff and patrons.

Spills should be cleaned up immediately. Always use WET FLOOR SIGNS when mopping or performing wet floor care procedures. Ladder safety is an important method of preventing falls. Do not stand on rolling chairs or tables. Back injuries resulting from improper lifting are another leading cause of employee injuries. Always practice proper body mechanics when lifting bulky or heavy objects. Break down large or heavy loads when possible. Get assistance with heavy objects. Use a back safety belt only after receiving proper fitting and training.

Lighted candles or open flames will not be used for any purpose in schools or departments (only as related to established and approved curriculum). Pyrotechnics in school buildings or on school grounds is strictly prohibited. The use of decorative lighting such as light strands requires approval from Human Resources.

District employees who use District owned, rented, or leased vehicles while furthering the business of the District. District employees should practice safe driving techniques to prevent injuries collisions or damage and traffic violations. Driver records will be evaluated under District guidelines to determine an employee's eligibility to drive.

## **Safety and Protective Equipment**

Employees are required to use all safety and personal protective equipment in the performance of their duties and as required or directed by the supervisor. Safety glasses, chemical gloves, District approved shoes, masks, face shields, are a few examples of protective equipment employees are required to use.

## **Asbestos Management Plan**

*Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school.

## **Pest Control Treatment**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from

campus principals or facility managers upon request.

## **Visitors in the Workplace**

*Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **Campus Safety Procedures**

1. **Drills.** Principals shall conduct emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.
2. **Emergency Plans.** Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimum safety for students and school personnel.
3. **Evacuation Procedures.** The Superintendent or a designee shall design and implement a system to familiarize employees and students with evacuation procedures and shall ensure that evacuation diagrams are appropriately posted.
4. **Fire Extinguisher.** Fire extinguishers shall be kept in each building and all District employees (instructional, operational, and cafeteria) shall know where to find them and how to use them.
5. **Electrical Heating Appliances in the Classroom.** Teachers are discouraged from using microwave ovens, hotplates and other electrical heating appliances in their classrooms, unless carefully supervised and used as a part of an approved curriculum.

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call Security at 915-765-2680 immediately.

# Compensation

*Policies DEA, DEAA, DEAB*

Substitute employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed.

## Paychecks

All Fabens ISD employees are paid bi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

## Payroll and Employment Issues

2024-2025 Rates of Pay				Full Day	Long Term
Certified Teacher				\$140.00	\$150.00
Degreed, not Certified				\$120.00	\$130.00
Non-Degreed				\$85.00	\$95.00
Associates Degree				\$100.00	\$110.00

## Payroll

1. Pay Method/Frequency

Substitute teachers will be paid on a bi-monthly basis. Fabens ISD pay all employees via direct deposit. The Direct Deposit form should be completed with all other hiring documents at the start of employment.

2. Job Log

It is advisable that the substitute keep a log of dates, times, schools when working as a substitute so that they may more easily verify the accuracy of their paychecks at the end of each pay period.

3. Long Term jobs

**If a job lasts 15 consecutive days or longer**, the substitute will be paid the long term rate **beginning at the 16<sup>th</sup> day**.

4. Employee Service Center

Substitutes can view their current and past paycheck information, as well as review and update their personal information, including tax withholding elections.

**To log on to Employee Service Center**

1. Launch a web browser, and navigate to <http://fabensisd.net>.
  2. Click on Frontline Staff Login menu,
  3. Login to Frontline
  4. Click on Employee Service Center-select Employee Service Center link
  5. The Frontline login will appear again. You will need to login
  6. You are now in the Employee Service Center
5. Paycheck Questions  
Please contact the Payroll Office at (915) 765-2600 ext. 2109.

# Fabens Independent School District Payroll Cut-Off Dates 2024-2025



Fabens Independent School District  
Human Resources Department

**2024-2025 PAYROLL CUT-OFF DATES**  
Extra Duty, Overtime and Part - Time Pay

Pay Period Start Date	Pay Period End Date	Pay Period Due Date	Pay Date
06/16/2024	06/30/2024	07/08/2024	07/15/2024
07/01/2024	07/15/2024	07/22/2024	07/31/2024
07/16/2024	07/31/2024	08/05/2024	08/15/2024
08/01/2024	08/15/2024	08/19/2024	08/30/2024
08/16/2024	08/31/2024	09/03/2024	09/13/2024
09/01/2024	09/15/2024	09/16/2024	09/30/2024
09/16/2024	09/30/2024	10/07/2024	10/15/2024
10/01/2024	10/15/2024	10/21/2024	10/31/2024
10/16/2024	10/31/2024	11/04/2024	11/15/2024
11/01/2024	11/15/2024	<b>11/18/2024</b>	11/29/2024
11/16/2024	11/30/2024	12/02/2024	12/13/2024
12/01/2024	12/15/2024	<b>12/16/2024</b>	12/31/2024
12/16/2024	12/31/2024	01/06/2025	01/15/2025
01/01/2025	01/15/2025	01/21/2025	01/31/2025
01/16/2025	01/31/2025	02/03/2025	02/14/2025
02/01/2025	02/15/2025	02/17/2025	02/28/2025
02/16/2025	02/28/2025	<b>03/03/2025</b>	03/14/2025
03/01/2025	03/15/2025	03/17/2025	03/31/2025
03/16/2025	03/31/2025	04/07/2025	04/15/2025
04/01/2025	04/15/2025	04/21/2025	04/30/2025
04/16/2025	04/30/2025	05/05/2025	05/15/2025
05/01/2025	05/15/2025	05/19/2025	05/30/2025
05/16/2025	05/31/2025	06/02/2025	06/13/2025
06/01/2025	06/15/2025	06/16/2025	06/30/2025
06/16/2025	06/30/2025	07/07/2025	07/15/2025
07/01/2025	07/15/2025	07/21/2025	07/31/2025

All Payroll documentation **MUST** be completed by the Pay Period Due Date as per calendar.  
Timecards and Substitute Verifications **MUST** be verified/approved **EVERY MONDAY**.

Fabens I.S.D. does not discriminate on the basis of race, color, religion, gender, sex, natural origin, age, disability, military status, genetic information or any other basis

## **Workers' Compensation**

Through a self-insured program, Fabens ISD provides workers' compensation coverage for its employees. All employees are covered for occupational related injuries and illnesses only. Workers' Compensation pays for medical expenses and loss of wages as related to the injury. Weekly income benefits begin to accrue on the 8th day of disability. Wage replacement (weekly) benefits have a 7-day waiting period. Temporary Income Benefits (TIBs) are not paid until approximately the 13th day of medically supported disability.

**Note: Workers' compensation does not cover property damage suffered by an employee such as broken glasses, broken jewelry, ripped clothing, etc. In addition, accidents involving horseplay or drugs and alcohol are not covered under the Workers' Compensation law.**

An employee who sustains an occupational injury must immediately report the incident to their supervisor. The Employer's First Report of Injury form must be completed by the immediate supervisor and forwarded to the Office of Benefits and Risk Management immediately or at the supervisor's earliest opportunity. Failure to timely report an injury may result in loss of benefits or possible fines. Additionally, the employee is required to report any absence due to a work-related injury to the Office of Benefits and Risk Management and to the immediate supervisor or his/her designee. If absent from work due to an occupational injury, the employee shall report to the Office of Benefits and Risk Management with their written release from their physician prior to returning to work.

Worker's Compensation is a benefit available to all employees. Fraudulently obtaining these benefits is punishable by Administrative Penalties with fines up to \$10,000 and restitution and criminal, state and federal prosecution including fines, restitution, community and/or jail time.

Additional information is available from the District's Human Resources Office (915) 765-2600 and the Texas Department of Insurance Division of Workers' Compensation (210) 593-0070.

# Complaints and Grievances

*Policy DGBA (Local)*

## Purpose

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

## Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

## Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as provided below:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Complaints concerning instructional materials shall be submitted in accordance with EFA.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA

## **Notice To Employees**

The principal of each campus and department directors shall ensure that all employees under their supervision are informed of the Employee Complaints/Grievances policy. Employees shall be provided a copy of this policy or may access it online on the district website:

<https://www.fabensisd.net/site/handlers/filedownload.ashx?moduleinstanceid=3275&dataid=4277&FileName=DGBAComplete%20Policy%20and%20Level%20I-III%20forms.pdf>

## **Direct Communication with Board Members**

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

## **Definition**

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability, or on the basis of the employee's exercise of constitutional rights. [See DIA(LEGAL)] A complaint must specify the individual harm alleged.

## **Consolidation**

When the administrator hearing a complaint determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

## **Untimely Filings**

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within five working days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

## **Costs Incurred**

Each party shall pay its own costs incurred in the course of the complaint.

## **Complaint Form**

Complaints under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

## **Freedom From Retaliation**

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy.

## **Whistleblower Complaints**

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within the time specified by law. [See DG(LEGAL)] The complaint shall first be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint.

## **General Provisions**

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them. In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to working days unless otherwise stated. The appropriate administrator at each level shall respond to the employee within ten working days of a complaint conference. Written complaints shall receive a written response. The employee has five working days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit. Employees shall be entitled to administrative review conferences as outlined in the Level One, Level Two, and Level Three sections below and to an informal presentation of the complaint to the Board as specified in the Level Four section, unless the Board grants a hearing. If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's

resolution at Level Two and requests a Board hearing, the Superintendent shall schedule a hearing as specified in the Level Three section below.

## **Complaints Against Supervisors**

Complaints alleging a supervisor's violation of law may be made to the Superintendent beginning at Level Two. A complaint alleging a violation of law by the Superintendent may be made directly to the Board beginning at Level Three.

## **Audio Recording**

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

## **Level One**

Complaints alleging a supervisor's violation of law may be made to the Superintendent beginning at Level Three. A complaint alleging a violation of law by the Superintendent may be made directly to the Board beginning at Level Four.

### **Complaint forms must be filed:**

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

## **Level Two**

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

### **The Level One record shall include:**

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision.

The Superintendent or designee may set reasonable time limits for the conference. The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

## **Level Three**

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

### **The Level Two record shall include:**

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

## **Closed Meeting**

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Board in closed session unless the employee bringing the grievance requests that it be heard in public.

However, if the grievance involves a complaint or charge against another District employee or a Board member, it shall be heard in closed session unless an open meeting is requested in writing by the employee or Board member against whom the complaint or charge is brought.

# General Procedures

## Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website.

## Emergencies

*Policies CKC, CKD*

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

## Name and Address Changes

It is important that employment records be kept up to date. Employees must update their information if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. They can access the Employee Service Center to make the necessary changes.

## Reports to Texas Education Agency

*Policies DF, DHB, DHC*

**Certified Employees.** The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor

# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

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

Questions or concerns about discrimination against students based on sex, including sexual harassment the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to [Roseanne Armendariz, Director of Special Education, rarmendariz@fabensisd.net, \(915\) 765-2690](mailto:Roseanne.Armendariz@fabensisd.net) the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## Student Records

*Policy FL*

The principal is the custodian of all records for currently enrolled students, students who have withdrawn or graduated. Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

**Access by Parents:** The District shall make a student's records available to the student's parents, as permitted by law. A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL (LEGAL)]

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- Student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.

**Access by School Officials:** A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

**Transcripts and Transfers of Records:** The District may request transcripts from previously attended schools for students transferring into District school; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

**Records Responsibility for Students in Special Education:** The special education director shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

## **Parent and Student Complaints**

### *Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Administering Medication to Students**

### *Policy FFAC*

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

## **Dietary Supplements**

### *Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with

whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

### *Policies in the FN series and FO series*

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

## **Student Attendance**

### *Policy FEB*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus.

When a child is absent or tardy from school, the parent or guardian should send a note to the school, within three (3) days explaining the reason for the absence upon the child returning to school. All notes must include: the date of the note, the name of the child, the date of the absence (s) or tardy, the specific reason for the absence (s) or tardy and the parent's or guardian's signature.

These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal or designee. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

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 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.

## **Hazing**

### *Policy FNCC*

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

# Appendix A

## HELPFUL HINTS\* FOR SUCCESSFUL SUBSTITUTE TEACHING

1. Arrive early, not just at the required time.
2. At each school, familiarize yourself with locations of fire extinguishers, emergency exit routes, “call buttons” to the office, etc.
3. Keep a sense of humor; it helps both digestive system and the climate in the classroom.
4. Expect to be challenged; it comes with the territory at all grade levels.
5. Have some “emergency plans” in case lesson plans are either missing or inadequate.
6. Let the teacher know specifically what lessons weren’t completed in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.) See examples of teacher feedback form in Appendix K.
7. Don’t feel threatened or uncomfortable when administrators visit your classroom. They can be a great help in maintaining discipline.
8. Make sure the students know your name but don’t let them call you by your first name; it diminishes the respect you want to establish and maintain.
9. Immediately familiarize yourself with the “good students” identified by the teacher or others familiar with the class. Mention their helpfulness in your note to the teacher.
10. Expect interruptions. Fire drills, electrical outages, playground injuries, visits from other teachers, students being “pulled out” for other programs or services are all par for the course.
11. When in doubt, confused, or otherwise unable to carry out your duties, seek help from another teacher at the same grade level (elementary) or subject area (secondary).
12. Attach all referral slips (to the office, nurse, etc.) to your note to the teacher.
13. Do more than required. Your extra efforts will be noted and appreciated.

# Appendix B

## CLASSROOM MANAGEMENT

### Ways To Praise A Child

\* Wow \* Way To Go \* Super \* You're Special \* Outstanding \* Excellent \* Great \* Good \* Neat \* Well Done \* Remarkable \* I Knew You Could Do It \* I'm Proud Of You \* Fantastic \* Super Star \* Nice Work \* Looking Good \* You're On Top Of It \* Beautiful \* Now You're Flying \* You're Catching On \* Now You've Got It \* You're Incredible \* Bravo \* You're Fantastic \* Hurray For You \* You're On Target \* You're On Your Way \* How Nice \* How Smart \* Good Job \* That's Incredible \* Hot Dog \* Dynamic \* You're Beautiful \* You're Unique \* Nothing Can Stop You Now \* Good For You \* I like You \* You're A Winner \* Remarkable Job \* Beautiful Work \* Spectacular \* You're Spectacular \* You're A Darling \* You're Precious \* Great Discovery \* You've Discovered The Secret \* You Figured It Out \* Fantastic Job \* Hip, Hip, Hurray \* Bingo \* Magnificent \* Marvelous \* Terrific \* You're Important \* Phenomenal \* You're Sensational \* Super Work \* Creative Job \* Super Job \* Fantastic Job \* Exceptional Performance \* You're A Real Trooper \* You Are Responsible \* You Are Exciting \* You Learned It Right \* What An Imagination \* What A Good Listener \* You Are Fun \* You're Growing Up \* You Tried Hard \* You Care \* Beautiful Sharing \* Outstanding Performance \* You're A Good Friend \* I Trust You \* You're Important \* You Mean A Lot To Me \* You Make Me Happy \* You Belong \* You've Got A Friend \* You Make Me Laugh \* You Brighten My Day \* I Respect You \* You Mean The World To Me \* That's Correct \* You're A Joy \* You're A Treasure \* You're Wonderful \* You're Perfect \* Awesome \* A Plus Job \* You're The Best



1. Write your name on the board.
2. Try to arrive about 30 minutes early to check in and look over the lesson plans and classroom.
3. Make sure the students know what you expect from them.
4. If need be, go over the classroom rules and consequences and be consistent with them.
5. Meet the teachers in the classrooms around you so if you need them for any reason they will help.
6. Have a discipline plan of your own just in case you need it. Sometimes what works for the regular classroom teacher does not necessarily work for the substitute teacher.
7. At the end of each day have a time where you can go over announcements and review.

8. Circle time: a time where the students and substitute teacher can just talk about the day.
9. Leave a note about the day for the teacher.
10. When you give an assignment, put up more than the teacher asked for, tell them if they are quiet you will erase problems, as they work, erase problems until you are back at the teacher's original assignment.

## **THE SUB'S CHECKLIST**

### **In the Morning**

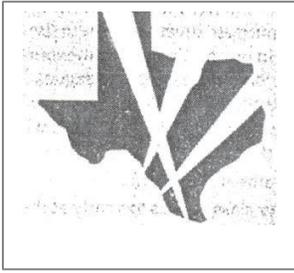
1. Smile, be cheerful, the day has just begun
2. Greet administrators and/or office staff
3. Sign in with the main office
4. Collect room keys and class schedule (s)
5. Secure class rolls or teacher's grade book
6. Check teacher's mailbox
7. Check class and/or work area for lesson plans
8. Write your name and today's date on the board
9. Write a brief version of the day's lesson

### **Throughout the day**

10. Record attendance and do a head count
11. Throughout the day write brief notes on lessons covered and student behavior

### **In the afternoon**

12. With student's help, leave room orderly
13. Return teacher's materials to the office or work area
14. Close windows, turn off lights and lock doors
15. Complete your report to the teacher, put inside grade book
16. Return teacher's grade book, substitute packet and substitute feedback form to the main office
17. Ask in the office if you will be needed the next day
18. Fill out appropriate payroll forms in the office



## **SPOTLIGHTING**

### **Ways to Maintain Classroom Discipline**

Helping students to govern their own behaviour in ways that help them learn is a long-standing goal of all teachers. There are a number of ways in which a teacher can promote good discipline in the classroom.

**Know school guidelines** for discipline procedures.

**Be fair, positive, and consistent.** Be the kind of person young people can like and trust—firm, fair, friendly, courteous, enthusiastic, and confident. Keep your sense of humour.

**Provide a list of standards** and consequences to parents and students. Make sure they are consistent with district and building policy. When in doubt, ask a colleague or your principal.

**Keep your classroom orderly.** Maintain a cheerful and attractive classroom rather than a disorderly one which might encourage disruptive behaviour.

**Get to know your students.** Learn their names quickly and use them in and out of class. You will soon develop almost a sixth sense for anticipating trouble before it begins, but don't act as though you expect trouble or you will almost certainly encounter some.

**Learn the meaning of terms.** especially slang, used by students.

**Begin class on time** and in a business-like manner. Make learning fun.

**Make learning fun.** Make education interesting, and relevant to the students' lives. Poor planning and a full curriculum can provoke disruptions.

**Praise good work,** good responses, and good behaviour.

**Don't threaten or use sarcasm.**

Never use threats to enforce discipline. Never humiliate a child.

**Avoid arguing with students.**

Discussions about class work are invaluable, but arguments can become emotional encounters.

**Let the students know you care.**

Determine jointly with the class what is acceptable in terms of behavior and achievement and what is not. Show interest in what students say, whether or not it pertains directly to the lesson.

**Treat students with the same**

**respect** you expect from them; keep confidence.

**Be mobile,** walking around the room as students work or respond to instruction.

**Keep your voice at a normal level.**

If "disaster" strikes and you trip over the wastebasket, don't be afraid to laugh.

**Keep rules simple.** Establish as few classroom rules as possible, and keep them simple.

**Discipline-The LEAST Approach.**

There are several good methods of classroom discipline. One of the best is the LEAST Approach, developed by NEA, which helps you determine the appropriate level of involvement. If discipline problems can be handled at Step 1, there is no need to progress to Step 2, etc. Briefly, the LEAST Approach includes these steps:

1. ***Leave it alone***—if the event is a brief and minor disturbance that is unlikely to occur again.
2. ***End the action indirectly***—when learning is disrupted or someone may get hurt. Let the student(s) involved know you are aware of the inappropriate activity with a facial expression, a body gesture, or a quiet action such as walking towards the student(s) or calling the student(s)' name(s).
3. ***Attend more fully***—by securing more information from the student on who, what, when, where, and why. Be objective rather than emotional.

4. ***Spell out directions***—when a situation threatens to get out of hand, making learning impossible or risking harm to someone. Very clearly explain to the student(s) involved the consequences of his/her actions and your intent to follow through.
5. ***Treat student progress***—by recording what happened, when, where, who was involved, what you did, and who witnessed the incident.

**Expect the unexpected.** Schedules will be changed without warning and unanticipated events will occur. Be flexible in responding to the unexpected; ask your professional colleagues for suggestions on how to deal with situations like the following. What will you do if;

- it rains at recess time?
- your class arrives too early at the cafeteria?
- a student tells you her pet died?
- a student tells you she is pregnant?
- a child wets his pants?
- a student is verbally abusive?
- a parent is angry and unreasonable?
- a student refuses to do what you ask?
- you have no textbooks?
- a student falls asleep?
- a student cuts her head falling out of her desk?
- you are called to the office in the middle of class?
- non-English speaking students are assigned to your class?
- a student has a seizure or goes into a coma?

### **TSTA/NEA**

TEXAS STATE TEACHERS  
ASSOCIATION AFFILIATED WITH  
THE NATIONAL EDUCATION  
ASSOCIATION

316 West 12<sup>th</sup> St., Austin, Texas 78701  
Telephone: (512)476-5355

# **Appendix C**

## **Hints and Suggestions for Substitute Teachers**

1. Be neat in your appearance.
2. Establish your rules and expectations very clearly at the beginning of the day.
3. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
4. Know the teacher next door. Introduce yourself so you can call on someone to answer questions about schedules or material for the class throughout the day.
5. Make a seating chart if the teacher has not left one. It is much easier to maintain discipline when you can call students by name.
6. Have a couple of extra pens or pencils with you for students who have “forgotten.” Be sure to collect a student identification card, etc. for collateral.
7. Send only one student at a time when students need to go to the restroom or the library. When the first one returns, a second one may go.
8. Remind students that it is best that you have their correct names so the wrong student doesn’t get in trouble and written about to the permanent teacher if a student doesn’t respond when you call him/her by name.
9. Never let a class go early for lunch or to the next class unless the teacher for whom you are substituting or the teacher next door says it is okay.
10. Be assertive to show your authority. Use statements such as:
  - “I need you to start reading now.”
  - “I want everyone to pass their papers forward.”
  - “I don’t need . . .”
  - “I don’t want . . .”
11. Do not let students manipulate you by protesting or saying, “We never do that!” Calmly tell them, “I understand, but today we will read aloud instead of silently.”
12. Walk around the room. Don’t just sit by the desk, especially during independent work, or a test. Students will be less likely to talk or cheat when you are close by them (Be advised of COVID-19 protocols).
13. Have all classroom sets returned before the entire class leaves for the day.

# APPENDIX D

## Acceptable Use of the District's Technology Resources

The Superintendent or designee will oversee the District's Technology Resources.

In the performance of an employee's duties, FISD-provided computer hardware, software, data files, and networks are the property of or are licensed to Fabens Independent School District and are to be used solely for official School Business. All district employees are required to sign an "Acceptable Use Policy". The main points of the AUP are the following:

- Intentional and unauthorized disclosure of personal/confidential information is an invasion of privacy and may result in disciplinary, civil, and/or criminal action.
- It is against district policy to seek out or use district records including, but not limited to, personal/confidential information relating to others for my personal interest or advantage.
- An account and password constitute an employee's signature and that employee is responsible for all entries made under that account. Use of another person's account and password would not absolve someone of responsibility for actions taken under that account and password. Delegation of an account and password for the sole purpose of electronic mail retrieval may be made upon prior approval of one's supervisor.
- Employees must comply with all computer use standards, policies, rules, procedures, and State and Federal laws.

The Superintendent shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

### Internet Safety

The Superintendent shall develop and implement an internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;

2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

### **Filtering**

Each District computer with internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent.

The Superintendent shall enforce the use of such filtering devices. Upon approval from the Superintendent, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

### **Monitored Use**

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

## **VIOLATIONS**

### **Non-severe Violations**

Non-severe violations are typically those that have minimal effects on others. They include, but are not limited to:

- Using technology for off-task activities during class (games, videos, music files, CDs, web sites not instructionally related)
- Having benign executable (programs that pose no threat to network or data security) or shortcuts to them in home directory without authorization
- Using the technology for commercial purposes, online college course work, or for political lobbying.

- Accessing or attempting to access translator services, chat-rooms, bulletin boards, news groups or messaging systems other than Fabens ISD email account unless authorized by your teacher for a valid educational purpose
- Removing or replacing hardware or cables without authorization.

### **Severe Violations**

Severe Violations are typically those that exhibit indifference to the rights of others or to one's own personal safety. Once a student loses computer privileges due to a severe violation, any subsequent violation is considered severe regardless of the offense. They include, but are not limited to:

- Installing unauthorized software anywhere on the network
- Downloading and storing files on the network without authorization
- Not reporting computer vandalism or network security violations that you are aware of
- Vandalizing or defacing hardware: damage less than \$50
- Using another's account or allowing another individual the use of one's account
- Using technology to cheat: to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating
- Using technology to plagiarize or infringe copyright
- Accessing or attempting to access material that is profane, obscene, lewd, sexually suggestive or ghastly; accessing or attempting to access material that advocates or engages in illegal acts, threats, hate or violence; accessing or attempting to access material that potentially disrupts, causes damage, threatens, or endangers students or staff.
- Spamming: Distributing mass e-mail messages and chain letters or sending e-mail to large numbers of people or a large volume of messages to one or more individuals for the purpose of causing annoyance or disruption
- Posting personal or private information about yourself or other people
- Posting or sending information that insults, defames or harasses

### **Extreme Violations**

Extreme violations are acts with the potential to cause great harm to the LAN/WAN and its resources or to other people. They include but are not limited to:

- Attempting to get unauthorized access to the Fabens ISD network from any computer (including computers not at school)
- Attempting to get unauthorized access to any network from a Fabens ISD computer
- Connecting any non-Fabens ISD hardware to the network
- Cyber bullying
- Producing, posting, or sending (or attempting to do so) material that is profane, obscene, lewd, sexually suggestive or ghastly; material that advocates or engages in illegal acts, threats, hate or violence; or material that potentially disrupts, causes damage, threatens, or endangers students or staff.
- Possessing hacking tools
- Arranging a meeting with or agreeing to meet with a person you have met online
- Vandalizing or attempting to vandalize data or hardware: damage greater than \$50

## **District Website**

The District will maintain a District website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District website must be directed to the Technology Department.

## **Social Media**

Blogs, Wikis, Podcasts, Digital Images & Video Personal Responsibility

- Fabens ISD employees are personally responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time—protect your privacy.
- When posting online, please remember that you are an employee of the Fabens ISD and representative of your colleagues, students, parents and the school community.
- Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face.
- Blogs, wikis, and podcasts are an extension of your classroom and considered official content. What is inappropriate in the classroom should be deemed inappropriate online.

- Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parental consent.
- There are many websites that allow users to share personally created movies. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner, as others will see you as connected to FISD. It disrupts learning when teachers, employees and staff post videos with questionable content.
- When posting online be sure not to post confidential student information.
- Cyber bullying is not to be tolerated. Any incidence of cyber bullying should be reported to the school Principal immediately. All cyber bullying incidents are to be taken seriously. Personal use of social networking site, including Facebook, Twitter and Instagram
- Fabens ISD staff and employees are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as Tweets and Status Updates will be visible and public for a long time.
- By posting comments, having online conversations, etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings, what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to FISD, its employees, staff and/events related to FISD, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online. Micro blogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment and/or #hash tags that could be deemed unprofessional. #(Hash tags) that tag students and provide personal financial gain are prohibited. FISD students are not to be used as promotional audiences.

- FISD employees are not permitted to solicit or accept “Friend” Requests from enrolled FISD students on any personal Social Media Account. This includes student’s accounts and FISD employee personal accounts.
- FISD employees are not permitted to encourage students (K-12) enrolled at FISD to create Social Media Accounts of any kind.
- All FISD employees who choose to utilize Facebook, Twitter or Instagram or any other Social Media Platform to provide classroom information to students and parents must create a "teacher" page. Post must be exclusively about classroom or school activities.

## **Additional Information**

You may access the District’s Acceptable Use Policy at

<https://www.fabensisd.net/site/handlers/filedownload.ashx?moduleinstanceid=216&dataid=112&FileName=Fabens%20ISD%20Acceptable%20Use%20Policy.pdf>

You may access the District’s Social Media Policy and Guidelines at

<https://www.fabensisd.net/site/handlers/filedownload.ashx?moduleinstanceid=216&dataid=110&FileName=Fabens%20ISD%20Social%20Media%20Policy%20and%20Guidelines.pdf>.

NOTE: Every employee must abide by the Acceptable Use Policy. It is the responsibility of every employee to read, understand, and adhere to these guidelines. Any questions can be referred to the Technology Department at (915) 765-2670.