

# HUBERT R. HUDSON ELEMENTARY SCHOOL



## 2020-2021 CAMPUS HANDBOOK

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

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# GENERAL INFORMATION

- The purpose of this handbook is to provide information that will help with questions and pave the way for a successful school year.
- Not all campus and/or district policies and procedures are included.
- This handbook is not an exhaustive treatment of the law nor is it intended to substitute for advice of an attorney and does not replace the school district's board adopted policy manual, which contains all official policies that govern the operation of the district and your employment in the district.
- This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of campus and/or district policies and administrative procedures related to employment.
- Campus and/or district policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.
- For more information, employees may refer to the policy codes that are associated with the handbook topics, or confer with their immediate supervisor.
- District policy manuals are located at the Administrator's office, campus or library and /or are available for employee review during normal working hours.
- An electronic copy of the district policy manual is available on the District's web site at [www.bisd.us](http://www.bisd.us).

# HUDSON ELEMENTARY FACULTY & STAFF

Administration	
Rachel R. Ayala	Principal
Maria I. Ybarra	Assistant Principal
Victor A. Trujillo	Assistant Principal
Nilda Martinez	Dean of Instruction

Certified Personnel	
Adelaida Montfort	Pre-Kinder 3 Teacher
Guadalupe Nelson	Pre-Kinder 3 Teacher
Erica Zapata	Pre-Kinder 4 Teacher
Deifilia De Los Santos	Pre-Kinder 4 Teacher
Ileana Mora	Pre-Kinder 4 Teacher
Pauline Atkinson	Kinder Teacher
Irene Cisneros	Kinder Teacher
Patricia Esparza	Kinder Teacher
Leticia Gutierrez	Kinder Teacher
Margaret Ramon	Kinder Teacher
Baleria Magana	1st Grade Teacher
Veronica Mancha	1st Grade Teacher
Marvella Herrera	1st Grade Teacher
Cynthia Cantu	1st Grade Teacher
Carmela Martinez-Garrett	1st Grade Teacher
Mary Ruiz	2nd Grade Teacher
Barbara Carroll	2nd Grade Teacher
Luis Gomez	2nd Grade Teacher
Frances Cowen	2nd Grade Teacher
Dalia Shergold	2nd Grade Teacher
Lorena Vela	3rd Grade Teacher
Melissa Arzamendi-Avila	3rd Grade Teacher
Edith Costa	3rd Grade Teacher
Norma Urbano	3rd Grade Teacher
Lidia Rangel	3rd Grade Teacher
Lizzety Lopez	4th Grade Teacher
Rebecca Dahan	4th Grade Teacher
Nidia Latigo	4th Grade Teacher
Elizabeth Quinones	4th Grade Teacher
Claudia Olivo	4th Grade Teacher
Claudia Salinas	5th Grade Teacher
Sara Duarte	5th Grade Teacher
Michael Padron	5th Grade Teacher
Paola Moreno	5th Grade Teacher
David Alaniz	5th Grade Teacher

Special Programs	
Marvelia Vela	Counselor
Oscar Ahumada	Counselor
Cynthia Pena	Dyslexia Teacher
Rene Villafuerte	Dyslexia Teacher
Elizabeth Juarez	Diagnostician
Christine Wert	Structure. for Life Teacher
Mary Alice Soto	Life Skills Teacher
Donna K. Olvera	PPCD Teacher
Anna Garcia	Special Ed. Teacher
Noemi Garcia	Special Ed. Teacher
Ana Cisneros	Special Ed. Teacher
Yvonne Ortiz	Speech Therapist
Rachel Diaz	Speech Therapist Asst.
Elizabeth Ramirez	Librarian
Alejandro Rivera	Music
Jacqueline Benavides	Physical Education
Humberto Soto	Physical Education
Hector Iracheta	Nurse
Amelia Villapando	Nurse Aide

Office Staff	
Georgina Torres	Secretary
Norma Garces	Data Entry
Tammi-Jo Garcia	Clerical Assistant
Carmen Garcia	Clerical Assistant

Classified Personnel	
Araceli Lopez	Library Aide
Monica Salazar	Pre-Kinder 3 Aide
Laura Ponce	Pre-Kinder 3 Aide
Flora Laulom	Pre-Kinder 4 Aide
Nancy Lozano	Pre-Kinder 4 Aide
Brenda Rojas	Pre-Kinder 4 Aide
Adeline Trevino	Teacher Aide
Maria Yanez	Special Education Aide
Karina Mares	Life Skills Aide
Maria Guadalupe Barrera	Life Skills Aide
Shaila Medellin	Life Skills Aide
Laura Castillo	Structure For Life Aide
Adriana Vega De Rangel	Structure For Life Aide
Jorge Mendez	Structure For Life Aide

# HUDSON ELEMENTARY FACULTY & STAFF

Classified Personnel	
Dora Saldana	PPCD Aide
Dellanira Vazquez	PPCD Aide
Ian Bethel	Physical Education Aide
Liliana Ramirez	Physical Education Aide
Cristina Guerra	ESL/LPAC Aide
Lisa Doria-Davila	Dyslexia Aide
Maria Loza	Parent Liaison
Officer Diaz	Security Guard

Support Staff	
Raul Martinez	Head Custodian
Cira Alcantara	Custodian
Maria Barreda	Custodian
David Flores	Custodian
Julia Campa	Custodian
Eduardo Liceaga	Cafeteria Manager
Carlos Pina	Cafeteria Clerk
Argentina Flores	Cafeteria
Linda Martinez	Cafeteria
Maria Del Carmen Yanez	Cafeteria
Martha Rangel	Cafeteria
Maria Richardson	Cafeteria
Jose Hernandez	Cafeteria Custodian

# HUDSON ELEMENTARY

## ADMINISTRATION ORGANIZATIONAL CHART

<b>Rachel R. Ayala</b> <b>Principal</b> 7:30 AM – 5:30 PM	<b>Maria I. Ybarra</b> <b>Assistant Principal</b> 7:30 AM – 5:30 PM	<b>Nilda Martinez</b> <b>Dean of Instruction</b> 7:30 AM – 5:30 PM
<ul style="list-style-type: none"> <li>• T-TESS</li> <li>• T-PESS</li> <li>• Campus Supervision</li> <li>• Campus Handbook</li> <li>• Campus Budget</li> <li>• Grade Level Meetings</li> <li>• Faculty Meetings</li> <li>• Special Education/ARDs</li> <li>• SBDM Committee</li> <li>• Discipline/Behavioral Support</li> <li>• Bus Discipline</li> <li>• EOP/Security</li> <li>• Fixed Assets</li> <li>• Technology</li> <li>• Lesson Plans</li> <li>• Assessment/Testing Program</li> <li>• Maintenance/Facilities</li> <li>• Announcements</li> <li>• Bi-Tech</li> <li>• Time Clock Management</li> <li>• Guidance &amp; Counseling</li> <li>• Fundraisers</li> <li>• Student Motivation</li> <li>• Faculty Motivation</li> <li>• Library Services</li> <li>• Office Staff</li> <li>• Parental Involvement</li> <li>• Chess Program</li> <li>• DI Program</li> <li>• Student Awards &amp; Assemblies</li> <li>• Extended Day Program</li> </ul>	<ul style="list-style-type: none"> <li>• T-TESS</li> <li>• Campus Supervision</li> <li>• PEIMS</li> <li>• Attendance</li> <li>• ESchoolPLUS</li> <li>• TREX</li> <li>• Safety Coordinator</li> <li>• Behavior Coordinator</li> <li>• Fire &amp; Safety Drills</li> <li>• Dyslexia/504</li> <li>• Textbooks</li> <li>• Keys</li> <li>• Maintenance/Facilities</li> <li>• Custodial Staff</li> <li>• Teacher Access Center</li> <li>• Testing Coordinator</li> <li>• TELPAS Coordinator</li> <li>• LPAC Coordinator</li> <li>• Lesson Plans</li> <li>• Discipline/Behavioral Support</li> <li>• Bus Discipline</li> <li>• SBDM Committee</li> <li>• Substitutes</li> <li>• Extended Day Program</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum &amp; Instruction</li> <li>• Facilitate Instruction</li> <li>• Mentor/Coach Teachers</li> <li>• Academic Tutorials</li> <li>• Professional Development</li> <li>• Professional Leaves</li> <li>• Profession Development System</li> <li>• UIL</li> <li>• TPRI/Tejas Lee</li> <li>• Grade Level Meetings</li> <li>• Faculty Meetings</li> <li>• Benchmark Coordinator</li> <li>• Campus Improvement Plan</li> <li>• Classroom Observations</li> <li>• Migrant Program</li> <li>• SBDM Committee</li> <li>• Eduphoria/Aware</li> <li>• Advanced Academics</li> <li>• Lesson Plans</li> <li>• Lesson Plan Schedule</li> <li>• Accelerated Reader</li> <li>• Science Fair</li> <li>• Kids Voting</li> <li>• Extended Day Program</li> <li>• Coding Initiative</li> <li>• RTI Coordinator</li> <li>• Student Learning Objectives</li> <li>• Other duties as assigned</li> </ul>

# TEXAS TEACHER EVALUATION AND SUPPORT SYSTEM ASSIGNMENT LIST

<b>Rachel R. Ayala</b> <b>Principal</b>	<b>Maria I. Ybarra</b> <b>Assistant Principal</b>
<ol style="list-style-type: none"> <li>1. David Alaniz</li> <li>2. Melissa Avila</li> <li>3. Edith Costa</li> <li>4. Rebecca Dahan</li> <li>5. Sara Duarte</li> <li>6. Nidia Latigo</li> <li>7. Lizzety Lopez</li> <li>8. Paola Moreno</li> <li>9. Claudia Olivo</li> <li>10. Michael Padron</li> <li>11. Elizabeth Quinones</li> <li>12. Lidia Rangel</li> <li>13. Claudia Salinas</li> <li>14. Norma Urbano</li> <li>15. Lorena Vela</li> <li>16. Donna K. Olvera</li> <li>17. Mary Alice Soto</li> <li>18. Christine Wert</li> <li>19. Erica Zapata</li> <li>20. Ileana Mora</li> <li>21. Deifilia De Los Santos</li> <li>22. Humberto Soto</li> <li>23. Jacqueline Benavides</li> </ol>	<ol style="list-style-type: none"> <li>1. Cynthia Cantu</li> <li>2. Frances Cowen</li> <li>3. Luis Gomez</li> <li>4. Guadalupe Nelson</li> <li>5. Marvella Herrera</li> <li>6. Baleria Magana</li> <li>7. Veronica Mancha</li> <li>8. Carmela Martinez-Garrett</li> <li>9. Adelaida Montfort</li> <li>10. Cynthia Pena</li> <li>11. Margaret Ramon</li> <li>12. Alejandro Rivera</li> <li>13. Mary Ruiz</li> <li>14. Dalia Shergold</li> <li>15. Rene Villafuerte</li> <li>16. Ana Garcia</li> <li>17. Noemi Garcia</li> <li>18. Ana Cisneros</li> <li>19. Pauline Atkinson</li> <li>20. Barbara Carroll</li> <li>21. Irene Cisneros</li> <li>22. Patricia Esparza</li> <li>23. Leticia Gutierrez</li> </ol>

NOTE: The Dean of Instruction will conduct classroom walkthroughs in all classrooms to monitor and support the curriculum and instructional program.



# AT-HOME LEARNING GUIDELINES

DH (Local) states, “An employee shall conduct his or her outside activities and affairs in a manner that does not adversely affect the employee’s professional status or daily performance of instructional duties”.

In addition, although campus employees are working remotely from home all employees must adhere to the “Employee Responsibilities” section of DH (Local) which states:

“Every employee shall be responsible for:

1. Arriving at work on time every day and following attendance procedures; **(All employees must remotely clock-in and out via the TCP Web Clock from 8:00 AM – 3:15 PM. If an employee is not able to provide synchronous and asynchronous instruction, please contact the school principal and secretary via email to report an absence to be entered into the timeclock system).**
2. Satisfactorily completing the duties as specified by the job description and/or contract, if any; **(All employees must be complete their job responsibilities from 8:00 AM – 3:15 PM to provide synchronous and asynchronous instruction as well as respond to student, parent, teacher, and/or administration communication and/or requests).**
3. Relating to colleagues and supervisors with respect, courtesy, and in a professional manner;
4. Spending the workday on work-related activities to the exclusion of personal business; **(The workday schedule for all employees is from 8:00 AM – 3:15 PM.)**
5. Dressing in a manner that is appropriate for the job assignment, that reflects positively on the District, and that includes the use of all issued safety equipment; **(All employees must dress appropriately when participating in synchronous and asynchronous instruction and meeting on approved online platforms.)**
6. Recognizing that employment with the District is not guaranteed, but is dependent on employee performance, budget, and need;
7. Following the established rules of behavior for the District and society in general as defined by local, state, and federal laws;
8. Conducting their duties in a safe manner, following the District’s general safety policies and department rules regarding proper use of approved safety equipment and apparel; and
9. Following the directives of the supervisor.”

Additionally, DH (Local) states the following in regards to “Electronic Communication”:

- ❖ “A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee’s professional responsibilities”
- ❖ “In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications

in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics. An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Moreover, the "Reporting Improper Communication" section of DH (Local) states: "In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee."

Please also note the Violations of Standards of Conduct, Reports of Misconduct, Responsibility to Report Charges, and Dress and Grooming sections of the included DH (Local) policy on page 64.

## DRESS CODE & GROOMING GUIDELINES

### **Minimum Standards of Professional Dress and Appearance: (as per 2020-2021 BISD Employee Handbook)**

- All employees will comply with these guidelines, which are minimum standards for professional dress and appearance, appropriate for the educational workplace environment.
- Employees will also adhere to dress standards established by their respective campus/departments as appropriate for their job duties and profession.
- BISD reserves the right to determine at its discretion what is and is not appropriate workplace attire and to address issues as they arise.
- **Purpose:** To define the image of professionalism required for BISD employees. To promote employee safety, comfort and a professional impression on our students and our community by portraying a positive image of our organization and mission.
- **Guidelines:** BISD employees serve as role models for the students and as representatives of the BISD organization. Consistent with these roles all employees, volunteers and substitutes shall dress professionally and appropriately.
  - **NOTE:** Administration and Front Office Staff may not wear denim jeans at any time.

## Dress Code and Grooming Guidelines

All employees' dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the following standards of dress and hygiene. Teachers shall dress more conservatively than the students. Good personal hygiene is expected of all employees.

ATTIRE AND GROOMING FOR MEN	ATTIRE AND GROOMING FOR WOMEN
The following <u>are permissible</u> for men:	The following <u>are permissible</u> for women:
✓ Collared shirts, polo style shirts, sport shirts, and guayaveras (shirt tails tucked in)	✓ Dressy blouses and shirts
✓ Neatly-trimmed mustaches/beards and sideburns	✓ Sleeveless dresses and blouses (if undergarments are not exposed)
✓ Hair shall be neatly groomed	✓ Dressy capris
✓ Dress shoes, casual shoes, boots, canvas shoes	✓ Dressy slacks
✓ Undergarments are to be worn at all times.	
The following <u>are prohibited</u> for men:	The following <u>are prohibited</u> for women:
▪ Plain, collarless t-shirts of any color	▪ Clothing that is strapless, having spaghetti straps, bare midriff, cut-out backs, or having provocative/low necklines
▪ Muscle shirts or sleeveless t-shirts	▪ Dresses/skirts that are more than 2" above the knee cap
	▪ Dress/skirts with slits on side, rear or front exposing 2" above the knee cap
	▪ Leggings in lieu of pants; (including spandex)
▪ Denim jeans of any color	
▪ Warm-ups and windbreaker suits	
▪ See-through apparel	
▪ Distracting hairstyles and/or hair color	
▪ Flip flops, slippers, or Crocs style shoes	
▪ Attire shall not be tight/binding	
▪ Tattoos (body art) shall not be visible	
▪ Body piercings shall not be allowed, other than on ears in a reasonable amount	
<b>Exceptions:</b>	
<ul style="list-style-type: none"> <li>❖ Spirit Day and/or College Awareness Day will be limited to one day per week as designated by the Principal. Additional days will require approval from the Superintendent or Superintendent designee. On those designated days, denim jeans, tennis shoes or athletic shoes may be worn only if accompanied by a spirit shirt and/or a college awareness shirt. Denim clothing shall be clean and neat, with no holes, no extreme fading, frayed hems, or worn-out look and not multi-toned.</li> <li>❖ <b>Dress Code for Special Education -Employees (Certified/Classified)Only SPED</b> personnel who work with <b>Life Skills/S.F.L.</b>, students may be allowed additional flexibility in their dress code (<b>appropriate jeans/tennis shoes</b>) as their mobility in and around the room with their students is important.</li> <li>❖ Physical Education staff may choose to wear appropriate attire, approved by Administration, during the physical education period.</li> <li>❖ Teachers who have lab or shop courses may wear aprons, smocks, or overalls during the instructional period, since this attire may be deemed necessary for safety purposes.</li> <li>❖ Auxiliary employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines, but shall comply with dress and grooming guidelines specified by their supervisors in the department handbook.</li> </ul>	

BISD reserves the right to determine at its discretion what is and is not appropriate workplace attire and to address issues as they arise.

# EMPLOYEE CONDUCT

## **Standards of Conduct: (*as per 2020-2021 BISD Employee Handbook*)**

- All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public.
- Employees are expected to observe the following standards of conduct.
  - Recognize and respect the rights of students, parents, other employees, and members of the community.
  - Maintain confidentiality in all matters relating to students and coworkers.
  - Report to work according to the assigned schedule.
  - Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
  - Know and comply with campus/department and district policies and procedures.
  - Express concerns, complaints, or criticism through appropriate channels.
  - Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
  - Use district time, funds, and property for authorized district business and activities only.
- All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the Superintendent knew of the incident. (Note: Policy DH)(See Appendix)

## **Code of Ethics and Standard Practices for Texas Educators: (*as per 2020-2021 BISD Employee Handbook*) (DH Exhibit)**

- All District employees must adhere to The Code of Ethics and Standard Practices for Texas Educators, adopted by the State Board for Educator Certification.
- The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1 (b))

## **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 knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- **Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- **Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.
- **Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- **Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.
- **Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other 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 or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- **Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- **Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

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

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

- **Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- **Standard 2.3** The educator shall adhere to written local 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 provides information for a disciplinary investigation or proceeding under this chapter.

### **3. Ethical Conduct Toward Students:**

- **Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- **Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- **Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- **Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- **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.

# TIMES & ASSIGNMENTS

## Teacher(s)/Nurse/Librarian/Counselor(s): (pursuant to DK (Regulation))

- 7:55 a.m. - 3:25 p.m.
- Class Start Time: 8:05 a.m.
- Class End Time: 3:15 p.m.
- **30** minute LUNCH

## Instructional Assistants:

- 7:00 a.m. – 3:30 p.m. (*as assigned*)
- 7:15 a.m. – 3:45 p.m. (*as assigned*)
- 7:30 a.m. – 4:00 p.m. (*as assigned*)
- **30** minute LUNCH
- Duties (*as assigned*)

## Office Personnel:

- In order for the office telephone to be attended to at all times, the *office personnel* will alternate a 30-minute or one hour lunch period.

## PLEASE NOTE:

- All ***Certified & Classified Personnel*** are expected to **sign-in & out** via the Biometric Time and Attendance System. (*Failure to follow these procedures will be cause for disciplinary action.*)
- Teacher(s) shall **clock in no later than 7:55 a.m.** and be in their rooms along with the students by 8:00 a.m. No students shall be in the hallway after 8:00 a.m.
  - **Biometric Time and Attendance System:** All employees are required to use the biometric time and attendance system. The system will monitor time for all non-exempt employees and attendance for exempt employees. ***Employees who fail to adhere to the time and attendance requirements will be subject to disciplinary action, up to and including, termination.*** The timesheet is the only document to be maintained at the department/campus for employee time. It must accurately reflect the ***actual time*** worked by the employee. Certified employees are required to log in and out at their respective campus/department to determine presence only and not for timekeeping purposes. Absences must also be reported through the SmartFind Express, if applicable. (*as per 2020-2021 BISD Employee Handbook*)
- Classes shall begin promptly at 8:05 a.m. The Pledge of Allegiance and announcements will begin before 8:15 a.m.
- Certified Personnel that leave campus are expected to sign-in & out.



- Due to "wage and hour" regulations, all *Classified Personnel* on campus must **sign-in & out**; this includes anytime you leave the campus to pick-up lunch at the proper times in order to avoid sanctions imposed by the District.
- *Leaving campus to pick up lunch is included as part of the 30 minutes for Certified and Classified Personnel.*
- Employees are not to leave before their designated "quitting time". Staff members should not leave the building before the appropriate time unless arrangements have been made with an administrator or you have been assigned to attend a meeting or special training.
- Classes "officially" begin at **8:05 a.m.** and end at **3:15 p.m.**
- **OFFICE PERSONNEL** will be in charge of "new" student registrations.
- All **NEW** students must clear with the **PRINCIPAL** before entering your classroom. **ONLY accept students who are on your roster.**

# ABSENTEEISM & TARDINESS

**Absenteeism and Tardiness:** While absences may occur for legitimate reasons such as sickness or important personal problems, false or unrealistic excuses are not acceptable. *Employees who will be late or absent are expected to call as far in advance of starting time as possible, to state why they will be absent and when they will return to work.* This provides the principal/administrator time to take necessary steps to rearrange work assignments or secure a substitute where applicable. Every employee is expected to report an absence from work in accordance with the rules and procedures in effect at his/her school/department. Failure to adhere to established reporting rules and procedures may result in disciplinary action up to and including termination. *(As per 2020-2021 BISD Employee Handbook)*

**PLEASE NOTE:** Teachers *must* utilize **SEMS** (Substitute Employee Management System) for the reporting of absences. Substitutes are difficult to find especially at the last minute. **Teachers are expected to leave detailed instructions for substitutes. This includes instructions for duty.** If you plan to be absent, request your substitute in advance. Follow up by emailing or notifying Ms. Ayala via text of your absence.

## **PHONE NUMBERS:**

Ms. Rachel R. Ayala

Ms. Maria I. Ybarra

## **CELL PHONE**

956-459-7155

956-543-2330

## **IMPORTANT NOTES:**

- Teachers and Instructional Assistants should **NOT** leave campus during working hours. All doctors' appointments should be scheduled after school hours. If this is not possible, 1/2 day of sick leave is recommended.
- During *rainy and cold days*, all teachers are expected *fifteen (15) minutes* "earlier" on such days. *Be prompt and remain with your students.*
- *Attendance, punctuality and responsibility* is crucial! Staff and faculty are not to come in late or leave campus during "instructional time". *Failure to comply with rules and regulations will merit a written memo from administration.*
  - The following guidelines will be used for handling excessive absences or tardiness. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:
    - **Tardiness:** Any employee arriving ten (10) minutes after his/her scheduled starting time will be considered tardy.
    - **Excessive Tardiness:** Any three (3) occurrences of tardiness within a thirty (30) day period will be considered excessive.
    - **Absence:** Any employee who is not present at his/her work assignment during any scheduled work period will be considered absent for that period.

- **Excessive Absenteeism:** Excessive absenteeism and turnover are expensive, disruptive, and places an unfair burden upon other employees. Any three (3) separate occurrences of absence within a thirty (30) day period will be considered excessive. The supervisor shall review reasons for absences. The supervisor may issue a written notice outlining concerns and/or a conference may be requested. (*as per 2020-2021 BISD Employee Handbook*)

## HELPFUL NOTES FOR THE SUBSTITUTE

**TEACHERS** please provide the following items for your substitute.

- Lesson Plans (*mandatory*) - understandable, clearly written and coherent
- manual / guides - visible & easily found
- extra assignments, games, or activities for students
- daily classroom schedule
- seating chart
- Leave a note for the SUBSTITUTE to take written attendance and send it over to the PEIMS clerk.
- List students with "Health" issues or children that may need to leave the classroom (Ex. Resource).
- Provide the name of a nearby teacher who could help in case of an emergency.
- If absence is going to be extended by 2 days or more, ensure that CLASS MANAGEMENT is in place, the room is orderly, and adequate lesson plans are available for instruction to continue.
- Ascertain that "evacuation procedures" are in place and clearly posted.

### ***FRIENDLY REMINDER:***

Entries on the ***register*** or ***attendance report*** are the sole responsibility of the teacher; **SUBSTITUTES** may not enter attendance on these records. This is an official document; keep it neat and up-to-date.

# GENERAL GUIDELINES & RESPONSIBILITIES

It is important that every teacher establish a procedure on how to enter and exit the classroom. This should be done in an organized fashion and with a minimal loss of valuable instructional time. Have students make several stops as they move in line and establish unity. Do not walk in front of the line giving your back to your students but rather towards the middle/back of the line. ***Always accompany and supervise your students.***

- Teachers **WILL NOT** encourage students to go to the room without permission.
- If a teacher allows students into the classroom, he/she must remain in the classroom at all times to supervise. ***SAFETY FIRST!*** If an accident occurs, the teacher will be held responsible.
- Each teacher is to accompany his/her class at all times when traveling in a group to the playground, cafeteria, library, assemblies, fire drills, etc. Teachers are responsible for escorting their classes all the way to the playground for "physical education" and for picking them up after class. ***Be punctual when picking up your class.***
- ***DO NOT*** leave money and/or valuables in the classroom. If necessary, ***SECURE*** all money and/or valuables as much as possible in locked cabinets, drawers, and/or closets.
- Maintain classroom doors locked during lunch and/or any other breaks.
- Teachers will take their classes for water and restroom breaks as necessary. Students in the lower grades should go to the restroom when supervised by the teacher. ***SAFETY FIRST!!!***
- It is mandatory that teachers remain with their class during COMPUTER LAB classes. ***PRE-KINDER through KINDER paraprofessionals will remain with their students during MUSIC & LIBRARY.*** These classes are considered part of the instructional day activities and the teacher shall ***actively monitor*** student progress.
- ***DO NOT*** send students to the office to retrieve copies, water, cokes, coffee, cafeteria trays, etc. (BISD provides teachers with a 30 minute lunch and 45 minute Planning Period.)
- ***DO NOT*** call the front office asking for school personnel to cover classrooms for personal restroom breaks. Please take care of personal needs during lunch, planning, and special programs periods and/or partner with a Restroom Buddy.

## IMPORTANT NOTES:

- ***POST*** daily schedules, paraprofessional schedules, classroom rules and consequences, and the Fire Escape Plan neatly and near the classroom door.
- Daily objectives and ELPS Language Objectives, etc. shall also be ***posted*** in the classroom neatly and at view for students, administration, and other classroom visitors.
- ***Counseling*** and ***nursing*** services will be available on a full-time basis (including classroom presentations/other related services). All students needing to see the counselor and/or nurse must have a written referral from their teacher/administration.
- All campus personnel must be familiar with and implement all areas of the ***Student Achievement Improvement and Site-Based Management Plans.***

- Planning and preparation shall be carried out daily.
  - Each teacher shall have at least 45 minutes of planning / conference time daily. Utilize this period for data collection, evaluation and preparation of classroom activities.
- The SCHOOL OFFICE is a place of business. ***Avoid utilizing the office area as a means to travel to other areas of the campus.*** Computers in the RESOURCE ROOM may be used for "classroom" needs.

#### **CONCERNS / QUESTIONS / SUGGESTIONS:**

- STAFF MORALE and CAMPUS CLIMATE is the responsibility of ***ALL*** staff members.
- Communication concerns, questions, suggestions for campus improvement and/or change or requesting clarification leads to improved building climate and decreased job related stress.
- Any concerns, questions or suggestions expressed by staff members, parents or the community should be communicated to the PRINCIPAL.
- If the information is URGENT and the Principal is not available, see the assistant principal(s) or Dean of Instruction.

# PERSONAL USE OF ELECTRONIC MEDIA

Personal electronic communication devices are allowed on campus, but are strongly discouraged. Personal electronic communication devices are not to be used during instructional time and they must be **turned off** in the classrooms. If you anticipate an emergency, please contact the office so arrangements can be made. Personal electronic communication devices shall not be visible at any time, unless approved by an administrator. Employees are responsible for the securing of personal electronic communication devices.

## IMPORTANT NOTES: *(as per 2020-2021 BISD Employee Handbook)*

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs, (blogs), wikis, electronic forums (chat rooms), video sharing Web sites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, Twitter, LinkedIn, Instagram).
- Electronic media also includes all forms of telecommunications such as landlines, cell phones, and Web-based applications.
- As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct.
- ***If an employee's use of electronic media interferes with the employee's ability to effectively perform his or job duties, the employee is subject to disciplinary action, up to and including termination of employment.***
- If an employee wishes to use a social network site or similar media for ***personal purposes the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page.*** The employee is also responsible for maintaining privacy settings appropriate to the content.
- An employee who uses electronic media for personal purposes shall observe the following:
  - The employee **may not** set up or update the employee's personal social network pages(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 Educator's 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 Policy DH (Exhibit)]
  - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
  - Copyright law [See Policy EFE]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

# DOCUMENT, DOCUMENT, DOCUMENT

## COMMUNICATION:

- Teachers will make every effort to meet with all of their students' parents. BISD requires that at least **two** PARENT CONFERENCES be held and documented for each student. A **log** of each effort and response must be maintained and **MUST BE DOCUMENTED** in the notebook provided by the campus. *Teachers will make every effort to increase parental involvement and communication.*
- Progress reports will be sent home with each student in grades Kinder through Fifth at the end of the third week of each Six Weeks period. Progress reports are intended to inform parents and students in time for deficiencies to be corrected.
- Any notices going home for a class as a whole shall have the principal's approval before distribution. Notices must be typed and grammatically correct.
- *Please notify administration of any parent contact dealing with discipline issue(s).*

## PUBLIC RELATIONS:

- Always seek to make a GOOD FIRST IMPRESSION. Make parents feel WELCOME to our school. Make it a point to call all your parents at the beginning of the year to "welcome" them and their child to your classroom. (Don't forget to do this as you get new students in your room.)
- Communicate with parents on a professional **NOT** a personal level. Don't let parents interrupt instructional time.
- When contacting parents, make it a point to report good or complimentary qualities about their child. Any calls that are of negative nature (misconduct, low grades, etc.) should only be made from school during school hours. (This is to ensure that you will have administrative help if parents get upset.) Positive communication may be made at any time.
- Use a pleasant tone of voice. Remember that your body language and mannerisms sometimes come across louder than words.
- The student is the KEY outlet for your public relations; he or she talks about you to his/her family and friends.
- FACULTY MEETINGS and/or staff development program meetings will be held as needed. *(These meetings are required of "all" personnel.)*
- GRADE LEVEL MEETINGS will be held **once a week** (Tuesdays) and/or as needed during planning time with the Dean of Instruction and Principal. Agendas, minutes and attendance sign-in rosters will be maintained on file
- COYOTE PLANNING will transpire every six weeks for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grade Levels.
- VERTICL ALIGNMENT will be done twice during the year; FIRST & SECOND SEMESTER.
- All staff members are expected to attend committee meetings (ONCE A MONTH); chairperson is responsible for agendas and sign-in sheets. **INFORM Mrs. Martinez if members are not attending scheduled meetings.**
- Teachers are required to attend the District scheduled Open Houses. *(if available)*



- Mailboxes must be checked daily. All messages, memos and other communication will be deposited in the boxes.
- No one will be called to the telephone during class time except for an "extreme" emergency. **DO NOT LEAVE CLASSES UNATTENDED** in order to use the phone or to check for messages.
- All staff members are responsible for any written (newsletters, memos, notes, e-mails, handouts, etc.) or oral (intercom) information disseminated. In order to safeguard instruction, the P.A. System will be limited. (The P.A. / TV Broadcasting will be used once a day in the morning. On occasion, EMERGENCIES may require further use.)
- A "weekly" announcement/newsletter will be issued outlining the activities for the week. ***IMPORTANT . . . take the time to read.***

## USE AND CARE OF CLASSROOM

- Appeal to the pupils' sense of pride, school spirit and respect for property. **Set the tone for a classroom environment conducive to learning.**
- BULLETIN BOARDS enhance instruction and should be used as a tool for instructional displays, self-esteem, students' work, etc. ***Change bulletin boards frequently.***
- Keep desks and the floor clean from paper and trash. Please do not mark nor deface the woodwork, doors and walls with staples, tape, etc.
- Do not move furniture or equipment out of the classroom without prior approval from ADMINISTRATION. Teachers will be accountable for all their furniture, AV equipment and instructional inventories.
- All cooking activities in the classroom must be part of the curriculum and subject to PRINCIPAL approval due to "safety and health" sanitation requirements.
- DO NOT eat (*food items*) in the presence of your students during class time unless, they are eating as well. ***NO ONE should be eating after 8:05 AM (school working hours) unless, it is your planning and/or lunch period.***

## AUDIOVISUAL RESOURCES

- Each teacher will be issued a desktop, projector, and elmo.
- Equipment left in the classroom shall be locked in closets when not in use and when possible.
- Students are NOT allowed to transport heavy A/V equipment.
- Use of multimedia must be documented in the teacher lesson plan.
- Non-BISD films or tapes should be instructional in nature and must have prior approval from administration.
- Teachers are reminded that ONLY "G" rated films may be shown.
- Televisions located in the classroom are for educational purposes only.

# CLASSROOM MANAGEMENT

- All teachers are responsible for implementing a **BISD Discipline Management Program** and **Student Code of Conduct**.
- The teachers must review the **BISD Student Code of Conduct** with all their students.
- Teachers must ensure that they receive the Code of Conduct Parent Acknowledgement Form.
- All teachers will post classroom rules using **ASSERTIVE DISCIPLINE TECHNIQUES**. Classroom rules must be *clear, reasonable, enforceable and legal*.  
**NOTE: ALL Teachers (including special program classes) are required to submit a copy of their Classroom Discipline Plan to their primary appraiser within the first three weeks of school.**
- Each teacher will compile the following forms for his/her classroom and submit to the office by the end of the first week of school:
  - Student Release Card
  - Emergency Card / Medical Care Information
  - Student Code of Conduct Booklet/Forms (2)
  - Parent Compact
  - Technology Consent Form
- Students referred to the office must have a referral completed by the teacher. **DO NOT** stand a child outside the classroom or assign homework for disciplinary measures.
- Recommended Classroom rules:
  - Follow directions.
  - Show courtesy and respect to students and adults.
  - Be prepared.
  - Keep hands, feet, and all other objects to yourself.
  - Act in an orderly manner while walking, sitting, and speaking.
  - Follow all rules in the code of conduct handbook.

## **CONSEQUENCES NOTE: (DOCUMENT, DOCUMENT, DOCUMENT!)**

- FIRST TIME: Verbal Warning
  - SECOND TIME: Name on the board.
  - THIRD TIME: Time out in the classroom.
  - FOURTH TIME: Phone call/ conference with the parent.
  - SEVERE DISRUPTION: Referral
- (Food will not be deprived as a form of punishment.)

**REWARD SAMPLES:** free reading time, short walk around school, computer/listening station time, etc.

***INCENTIVE SAMPLES:*** stickers, pencils, small tokens, etc.

*Recommended bottom portion of student contract:*

I HAVE READ THE CLASSROOM RULES AND AGREE WITH THEM.

\_\_\_\_\_  
PARENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

# HUDSONVILLE BANK CRITERIA

- **A Honor Roll** recipients may earn **\$10** in Cody Bucks each six week period.
- **A/B Honor Roll** recipients may earn **\$5** in Cody Bucks each six week period.
- **Attendance:** Students may earn **\$5** in Cody Bucks for attending school Monday through Friday each week.  
**Note:** Students must attend Monday-Friday (if there is a holiday use the entire school week).
- **Accelerated Reader:** Students may earn **\$10** in Cody Bucks each six weeks period for meeting their accelerated reader goal.
- The student in each class who receives the **Cody Coyote Character Award** set by the teacher may earn **\$20** in Cody Bucks for that six week period.
- Students who demonstrate **character traits** may earn **\$5** in Cody Bucks from the teacher and/or other Hudson Elementary personnel.
- Students whose parents attend **Weekly Parental Involvement** meetings may earn **\$5** in Cody Buck per meeting per child.

## IMPORTANT NOTES:

- Every teacher will display a Cody Bucks chart in their classroom.
- Once earned Cody Buck may **NOT** be revoked at any time.
- Every six weeks period a Hudsonville Bank statement will be submitted to the counselor(s) via the Award Ceremony folder.
- Teachers need to ensure that students keep their earned Cody Bucks in a safe place.
- Please inform students that if an individual loses earned Cody Bucks, they will not be replaced by the Front Office.



# TEXTBOOKS

- Teachers **will be responsible** for all books issued to them.
- Teachers must have a book card for every student that has been issued a book; indicate BOOK NUMBER and SUBJECT. (RECOMMENDATION: acquire child and parent's signature on card)
- Book cards must be kept current; they will be attached to the REPORT CARD after teacher's signature.
- State law requires that textbooks be covered. Teachers should ascertain that all textbooks are properly covered throughout the school year and that the STUDENT'S NAME is legibly written on the label or space provided.
- Students will be required to pay for lost books and/or damages before another book is issued.
- Textbooks will be issued to teachers through a computerized inventory list that must be
  - signed and returned to Mr. Trujillo by the designated due date. (*This documentation serves as accountability for both the teacher and administration.*) Administration will conduct two inventories throughout the year, initial & end of year clearance.
- Request textbooks through a TEXTBOOK REQUISITION FORM. (*Forms are located in the office.*)

# ATTENDANCE

- STATE RULES and BISD POLICY for "student" attendance will be implemented.
- Teachers will submit a list of students who have been absent two or more days (UNEXCUSED ABSENCES) to Ms. Loza (Parent Liaison). She will check on students' absences and provide feedback to the teachers by submitting phone or home visit contact documentation; the reports will be placed in the corresponding teacher's mailbox.
- Teachers will follow BISD Student/Parent Handbook procedures to determine if a student's absence is excused or unexcused. Teachers will keep all documentation regarding student excuses for educational and administrative use.
- In case of an illness, ONLY the school NURSE/ADMINISTRATION will grant permission for a student to go home.
- A school district shall excuse a student for temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment and provides a doctor's excuse.
- Students entering after the 8:05 a.m. bell shall be required to present a tardy slip to the teacher. The tardy slip will be issued from the Office.
- **All teachers shall mark the student tardy in the Teacher Access Center and keep a file/record of student tardies.**

# ATTENDANCE RECORDS

- All school districts are required to have an attendance accounting system that ensures accurate recording and reporting of attendance. The state funding for each student is derived from the AVERAGE DAILY ATTENDANCE (ADA) calculated from the attendance records in the Principal's Term Report.
- It is of utmost importance to submit attendance by 3:15 p.m.

**Please follow these instructions when completing attendance sheets.  
(Remember that these are for your records only.)**

- The student's entry date is the first day that the student is physically present during the official attendance accounting period on a particular campus. **(Add a 1 next to the child's name; if not present . . . leave BLANK.)** *A student CANNOT be absent on the entry or re-entry date nor on the first day of school.*
- Verify all students' PEIMS NUMBERS.
- Be neat and make all entries with black ink. DO NOT use pencil nor write over it with ink.
- DO NOT use an eraser or correction fluid on your attendance sheets. Cross out all errors and initial each one.
  - Attendance sheets must be submitted promptly to Ms. Garces (DATA ENTRY CLERK) after 9:40 a.m.
  - Teachers and office personnel will verify students' absences regularly and notify Administration "immediately" of any student who has **3 or more unexcused absences**.

**PLEASE NOTE:** Work very closely with the data entry clerk and parent liaison when making corrections and verifying students' absences.

# STUDENT ATTENDANCE

**"Any student not exempted from compulsory school attendance may be excluded as provided by this section for temporary absence resulting from personal sickness, death in the family, quarantine, weather, road conditions making travel dangerous or any other unusual cause acceptable to the teacher, principal or superintendent of the school."**

The following procedures will be used at Hudson Elementary for documenting absences:

- Parental written excuses are required. Teachers must keep records of all notes and provide Ms. Loza (Parent Liaison) with a copy for documentation.
  - *If a student forgets to bring his/her note, the teacher will call home or write a letter home requesting an excuse.*
- All excuses will be filed and kept in your classroom.
- Files will be checked twice a year by DATA ENTRY/ADMINISTRATION. (*Semester and Final Year Clearance*)

- The teacher will submit "questionable" excuses to the PRINCIPAL for approval/disapproval.
- Document the unexcused absence by writing an "A" on the attendance record; use black ink. (NO red, purple, green, or blue ink, pencil, or liquid paper.) This procedure will be done on the computerized attendance sheets every six weeks.
- Post excused/unexcused absences on the report card every six weeks. Also, total your attendance sheet at the end of the six weeks period.
- After **THREE unexcused absences**, a parental conference will be held in order to issue a COURT WARNING. If the parent fails to attend, a note explaining the attendance record will be sent home with the STUDENT or Ms. Loza (Parent Liaison). (***The teacher and/or Ms. Loza must notify administration.***)
- Entries on the *register* or *attendance report* are the sole responsibility of the teacher; substitutes may not enter attendance on these records. This is an official document; keep it neat and up-to-date. *Teachers are required to tally attendance sheets on a six-week basis.*
- Under no conditions are students permitted to CHECK ROLL and/or MAKE ENTRIES on the register/attendance report; *this is the sole responsibility of the teacher*. Substitutes may not enter attendance on these records either. (This is an official document and must be kept neat and up-to-date.)
- *Attendance must be INPUTTED "daily" by 9:40 a.m.*
- Mistakes on ATTENDANCE are the responsibility of the teacher not the Data Entry Clerk. Always notify the Data Entry Clerk whenever you make a correction on your attendance sheet.

***Hudson Elementary's attendance goal is 100%!***

Please report STUDENT absences to Ms. Loza/Ms. Garces immediately.

## STUDENT PERMANENT RECORDS

1. Permanent records are to be kept in the office under LOCK & KEY; they DO NOT leave the school. (Lost PRCs will warrant a written memo)
2. DO NOT send students or volunteers for permanent records.
3. DO NOT use red ink, pencil or correction fluid on permanent records; be as neat as possible.
4. DO NOT use instructional time to work on PRCs; PRCs for NO SHOWS need to be submitted to the office as soon as possible. FYI: Review & monitor PRCs regularly.

# DISCIPLINE

Besides adhering to the BISD "Discipline Management Plan", the following procedures will be used at Hudson Elementary. ***Be consistent with your DISCIPLINE; it works!***

- Each classroom and/or grade level will design and implement a Discipline Plan. Each teacher will write his/her classroom rules and submit a copy to Administration. Design rules (limit to 5 or less) and include consequences, exceptional incidents, severe clauses and rewards. ***Rules must be clear, reasonable, enforceable and legal.***
- Post rules in each classroom and review during the FIRST WEEK of school and as needed throughout the year. Teach the rules as you would teach a new skill; *all students must understand the rules and consequences.*
- Each teacher must send home a memo with the Student Code of Conduct Book, class rules and campus plan. Both should be signed by the parent and returned to the teacher. Each teacher should retain a file. The Student Code of Conduct Form will be filed in the student's PRC – mandatory.

## REFERRALS TO THE OFFICE

- Discipline shall be administered when necessary to protect students, school employees, property, etc. and maintain essential order and discipline.
- Students shall be treated ***fairly*** and ***equitably***. Discipline shall be based on careful assessment of the circumstances in each individual case. Factors to consider shall include:
  - seriousness of the offense,
  - student's age,
  - frequency of misconduct,
  - student's attitude,
  - potential effect of the misconduct on the school environment, etc.
- All discipline referrals shall be submitted in eSchoolPLUS. If the student is sent to the office, please make sure the discipline referral is completed and the child is sent with a blue card notifying the front office staff.
- If a student is removed from the regular classroom, the teacher will be responsible for providing assignments for the duration of the child's stay.
- Referral Procedures: Before a student is sent to the office, the following steps must have occurred previously:
  - Follow the CLASSROOM DISCIPLINE PLAN.
  - **Contact Parents (phone call/conference "documentation on file").**
  - Refer student to Counselor.



# CONSEQUENCES OF OFFICE REFERRAL

- **FIRST OFFENSE:** The teacher will conference with the student. He/she will follow all **DUE PROCESS** procedures with the student. *The teacher will document student's behavior and disciplinary actions taken.*
- **SECOND OFFENSE:** The teacher will conference with the student and parent. The parent will be contacted by the teacher and notified of the conference.
- **THIRD OFFENSE:** The teacher will conference with the student, parent, counselor (as needed), and administration. The parent will be contacted by the teacher and notified of the conference.
- **FOURTH OFFENSE:** Administrative intervention will occur as necessary. *Out of school suspension will be utilized in SEVERE offenses.*

## RULES FOR EXTRA-CURRICULAR ACTIVITIES

The STUDENT will . . .

- pass all classes.
- obey all campus rules.
- refrain from fighting on school grounds and/or meetings. *(Any student involved in a fight will be suspended from the TEAM.)*
- respect all teachers and administrators.
- respect all "cafeteria" rules.
- behave when transferring from one class to another - NO RUNNING.
- go home and return at scheduled practice time when TUTORIAL IS CANCELLED.
- display a "positive" attitude at all times.
- refrain from OFFICE referrals.

## Hudson Elementary students will . . .

- cooperate with all school personnel.
- follow directions, classroom and campus rules, and exhibit appropriate behavior at all times.
- walk on campus at all times.
- use a "low voice" when inside a building.
- respect the property of others.
- respect the rights, privileges and feelings of all people.

# LESSON PLANS

## LESSON PLANS:

Weekly lesson plans will be prepared and submitted to administration (Principal, Assistant Principal(s) and Dean of Instruction) according to the schedule.

*(Please have LESSON PLAN BOOKS up-to-date and ready for review at all times . . . walk-throughs, campus visitors, ETC.)*

Lesson Plans must include the following:

- TEKS for all objectives
- supplemental materials/books, etc. (Use "textbooks" as a resource for instructional programs.)
- homework (independent level - will vary according to the grade level "See GRADING PROCEDURES BOOKLET."
- PLEASE NOTE: *Homework must be checked by the teacher in order to show meaning and value.*
- Note "library" and "computer" visits/objectives.

**Submit lesson plans to Mrs. Martinez every three weeks utilizing the C & I Template.**

# GRADES / ESchoolPLUS

Teacher Access Center (including SPECIAL PROGRAMS) must be kept up-to-date and ready for review at all times. ADMINISTRATION will view grades regularly.

- Data will include TEKS, TEST DATES, DAILY ASSIGNMENTS, RETEACHING DATES, ETC. **REMINDER: This is an official document and should be kept NEAT, CLEAN AND ORGANIZED.**
- **PROGRESS REPORTS** will be sent home every three weeks. Document and file notices & responses to failing reports. (Adhere to the academic report schedule on the district calendar.) **ALSO:** Fill in the CONDUCT section.
- **REPORT CARDS** will be issued every six weeks in accordance with BISD policy. Use ONLY black ink and cross out errors & initial them. (Adhere to BISD grading procedure guidelines.) **ALSO:** Fill in the CONDUCT section.

# OFFICE POLICY

Administrative Assistant's and receptionists' workday begins at 7:30-9:00 AM (*according to schedule*). In order to provide an office environment which is conducive to efficient time usage and maximum office performance, please follow these guidelines when needing assistance from the office staff.

- The SCHOOL OFFICE is a place of business. ***Avoid utilizing the office area as a means to travel to other areas of the campus.*** Computers in the RESOURCE ROOM may be used for classroom needs.
- Office Personnel (Ms. Torres, Ms. N. Garcia, Ms. T. Garcia, or Ms. C. Garcia) will assist persons requesting general information.
- The principal will maintain an OPEN DOOR POLICY.
- If one needs to talk to the principal or an administrator and he/she is busy, leave a note or inform office personnel that you need to see an administrator; they will get back to you as soon as possible.

Please be respectful of the office staff's work time. The following actions infringe on the office staff's work time . . .

- ***"hanging out" in the office area,***
- ***dropping by to chat,***
- ***making requests of office clerks for "special" help (copies), etc.***
- ***the Office copier is for office use ONLY.***

# OFFICE EQUIPMENT

1. OFFICE COPIER and FAX MACHINE will be used ONLY by office personnel.
2. Teachers will use copier(s) in the teachers' workroom for printing "instructional" material during their planning time. *Keep the following rules in mind when printing:*
  - Plan ahead and DO NOT leave your classroom unattended in order to use the copier.
  - Refrain from copying material that has a "copyright" clause.
  - Do not use copier(s) for personal reasons.
  - Printing large booklets need ADMINISTRATION approval.
  - Be considerate of other staff members trying to use the copier; printing should be moderate.
  - DO NOT send students to the office to run off copies. ***PLAN AHEAD!***
  - Every effort should be made by the teacher to limit the use of duplicating paper. ***Use alternatives, such as whiteboards, chart tablets, cooperative learning, etc.***

# CUSTODIAL / MAINTENANCE REQUESTS

- Any type of repair in the classroom or any custodial assistance (other than the routine or that of an emergency nature) should be submitted in writing to Mr. Raul Martinez (Head Custodian. See Custodian Maintenance Request Form below.
- Each teacher shall check his/her classroom for safety and report it to an administrator if any emergency concern(s) may exist.
- All requests for additional furniture or furniture removal should be made through administration.
- The teacher should request broken furniture to be removed from the classroom as soon as possible.

## HUDSON ELEMENTARY SCHOOL

### CUSTODIAN MAINTENANCE REQUEST FORM

Teacher Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Please Check Appropriate box:

- ☐ Repair / Replace Light (s) or Ballast (s)
- ☐ Repair Water Leak (s)
- ☐ Repair / Install Pencil Sharpener
- ☐ Paint Room / Remove Graffiti
- ☐ Repair / Replace Base Board
- ☐ Replace Ceiling Tile (s) / Floor Tile (s)
- ☐ Other necessary repairs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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#### Administration Used Only

Date Submitted: \_\_\_\_\_

Dated Completed: \_\_\_\_\_

Completed by: \_\_\_\_\_

# STUDENT CELEBRATIONS

- Classroom parties may be held at **Christmas, Valentine's Day, and Easter.** (*Adhere to BISD guidelines for treats.*)
- **Birthday parties will be held on Friday ONLY. Please notify all parents during the Meet the Teacher Night and via any parent notices sent home throughout the school year.**

# TEACHERS' LOUNGE & WORKING AREA

- Students are **NOT** allowed in the teachers' work or lounge area.
- ALL PERSONNEL must make every effort to keep the lounge and work room neat and tidy. Each person is responsible to clean up his/her area. **GOAL: Healthy & Safe Environment**
- The refrigerator will be cleaned out every Friday by a custodian as directed by administration.
- Personnel shall not help oneself to any food or drink that is not their own.
- NO SMOKING on school grounds; a smoking area is not available.
- In order to safeguard instruction, lunch breaks must be taken outside the classroom by all personnel. EX: Don't eat lunch while PE Class is being held in your classroom.
- All staff personnel will take a **30 minute duty-free lunch period – NO WORKING LUNCHES.**

# VISITORS / VOLUNTEERS

- **ALL** visitors **MUST** report to the office and receive a VISITORS' TAG. Don't allow any parents at your door after 8:05 AM; ***instruction must not be interrupted.***
- It is the teacher's responsibility to refer anyone in the halls/building who is not an employee to the office immediately. If the person refuses to report to the office, call the office at once.
- Parents are WELCOME to visit classrooms, but must inform the teacher or office at least 24 hours in advance and limit the visit to 30 minutes (more time may be allotted through prior arrangements made with administration). There should not be discussion or conference while the parent is visiting.
- PLEASE ***do not*** bring or invite your children or relatives to class during the instructional day. Informing your family and friends of these guidelines in advance will avoid future concerns.
- Parents are always welcome to volunteer but district guidelines must be followed before anyone may volunteer. Before allowing anyone to help in your classroom, he/she must fill out a BISD "volunteer" application which is located in the office or Parent Center with Ms. Loza (Parent Liaison).

- A volunteer must meet all requirements & receive **BISD CLEARANCE** before volunteering in the classroom or attending fieldtrips.
- All volunteers are expected to follow the DRESS CODE and **all** "district" and "campus" guidelines.
- Volunteers should be treated with the same respect that they are given as parents. They volunteer their time to make our school a better place for students to learn and grow.

*As per FERPA*

- DO NOT discuss students, personnel or school policies **in front of students or volunteers.**
- If any problems arise, notify the PRINCIPAL.

## PERMIT TO LEAVE/VISIT

Be **CAUTIOUS** about releasing students from the classroom. (*Once a student is on campus, he/she is not allowed to leave without written permission from the PRINCIPAL/OFFICE.*)

- **WHEN IN DOUBT . . . DO NOT RELEASE ANY STUDENT TO ANY PERSON (PARENTS INCLUDED) WITHOUT WRITTEN CONSENT FROM THE PRINCIPAL / SCHOOL OFFICE.**
- ALWAYS refer to the Campus Student Release Plan. Only with the administrator's permission may a student leave the school or be released to another person during the day. Student release forms are to be updated regularly in the office whenever the parent updates the form in the teacher's room. It is a good practice to cross-reference release forms regularly between the office and the teacher's forms. Failure to turn in updated release forms by the teacher will merit a write-up.
- PLEASE NOTE: The following personnel will check that teachers have turned in student release forms to the office:
  - Ms. Ybarra
  - Ms. T. Garcia
  - Ms. C. Garcia
- All visitors must report to the office.
- All visitors will sign-in the appropriate log.
- **Do not** use instructional time to visit with parents unless a "VISITORS' PASS" has been issued by the office. **CHECK THE PASS.**
- ***Notify the office if a parent does not have a pass.*** (Upon registration, students will be given specific instructions as to this issue.)

# ACCIDENTS / MEDICATION

- A STUDENT accident/injury must be reported "immediately" to the SCHOOL NURSE and ADMINISTRATION. Accident reports must be completed and filed in the office. (*Ask school secretary for forms.*)
- An EMPLOYEE accident / injury must be reported to ADMINISTRATION within 24 hours. (*Accident reports must be completed and filed with the BISD INSURANCE OFFICE . . . ASAP.*)
- Dispensing medication to students is **STRICTLY PROHIBITED**.

# CHILD ABUSE

Any person who has cause to believe that a child's physical, mental health, or welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law **within 48 hours** after the hour the person first suspects that the child has been or may be abused or neglected (*Family Code 34.01*). Communicate with the campus COUNSELORS / PRINCIPAL as to proper procedures to follow.

## IMPORTANT NOTES:

- All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.
- Abuse is defined by the Texas Family Code and also includes any sexual conduct involving an educator and a student or minor.
- Reports to Child Protective Services can be made to 546-5591 or to the Texas Abuse Hotline (800-252-5400).
- State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.
- Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.
- An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of

Ethics and Standard Practices for Texas Educators Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors.

- Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with investigators of child abuse and neglect.
- Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency.
- 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. *(as per 2020-2021 BISD Employee Handbook)*

## TRANSPORTATION OF STUDENTS

The Brownsville Independent School District does not approve the transporting of students by private vehicles for school functions. BISD will not assume any responsibility for accidents or injuries which result from the transportation of students by privately owned vehicles. The district will make every effort possible to transport students as designated on the Transportation Requisition Form to approved school function.

A TRANSPORTATION REQUEST FORM must be submitted to the office six weeks before the scheduled event. *(It is the teacher's responsibility to follow-up with Ms. Torres regarding "field trip" transportation. Failure to do so will warrant a written memo).*

The school district disclaims any liability for a student who is injured while being transported by "private" vehicle. District personnel who transport or arrange for the transportation of a student(s) by private vehicle(s) are in violation of BISD directive thereby subject themselves to personal liability. **District personnel are advised that even a statement or release from the parent(s) or guardian(s) of the student in question does not constitute an authorization by BISD to arrange or provide such travel, but may adequately protect the employee against potential personal liability.**



# SOLICITING

- **NOTIFY THE OFFICE OF SOLICITORS.**
- No fees may be collected from students for "any" purpose.
- No outside organizations of any sort may solicit contributions of any type from students on campus.
- The collection of monies that takes the time of the students and/or teachers during school hours is strictly forbidden.
- **NO PERSONAL** sales are to be made on campus. This includes items such as taquitos, candles, corsages, pins, etc. where profits are for "personal" profit.
- The district shall strive to safeguard the students and their parents from fundraising plans outside organizations, commercial enterprises, and individuals particularly in reference to sales of tickets, articles or services except those directly sponsored or handled by school authorities. (*Outside organizations shall not be permitted to advertise events through the school or use students to sell tickets except those jointly school sponsored or approved parent/teacher activities.*)
- Fundraising campaigns that do not involve school activities and/or call for the participation of students & staff shall not be allowed.
- School sponsored "fund" raising activities by student groups and/or school sponsored projects shall be allowed with prior administrative approval and under the supervision of the SPONSOR (all grade levels). ***PLEASE NOTE: The BOARD shall regularly be informed of approved fundraising projects and will periodically review the effect of such activity on the student body, the instructional program, and the community.***
- Fund-raising projects shall be subject to the approval of the **PRINCIPAL** and AREA SUPERINTENDENT. (*Submit to Ms. Ayala one month in advance.*)
- Student participation in approved fund-raising activities shall not interfere with the regular instructional program; see EMH.
- Funds raised shall be received, deposited and disbursed in accordance with CFD (Local).

# FIELD TRIPS

1. A field trip is recognized as an extension of the experience of a group that takes place out of the classroom (i.e. visits - industrial plants, libraries, museums, and government buildings). It should be emphasized that a field trip should be viewed as a functional part of the whole teaching experience and is not designed to serve advertisers or public relations interests. **Field trips must be planned in advance.** They must be exact (neat, typed & free from errors). Submit "completed" paperwork to Ms. Georgina Torres (secretary) at least 6 weeks prior to the event. ***Ms. Torres will not type or complete the paperwork.*** Furthermore, last minute fieldtrips/changes will not be approved. ***NOTE: It is the teachers' responsibility to follow-up on field trip plans. Failure to do so will warrant a written memo.***

2. Field trips should be scheduled between the hours of 9:30 a.m. and 1:30 p.m. Teachers are expected to accompany and supervise students on the trip.
3. Field Trips that serve as an extension of the classroom instruction will not be deprived from any student as a form of discipline as per district policy. *Trips for fun and entertainment "only" will not be approved.*
4. Statement of Administrative Policy:
  - Field trips are an integral part of the teaching procedure.
  - They provide opportunities for experiential learning and develop the students' power of observation & discrimination. *(Plan field trips carefully in order to vary students' learning experiences year after year.)*
  - Field trips must be evaluated by teachers with documentation upon conclusion of the trip.
5. Field trips that have **educational value** and/are relevant to the Campus Improvement Plan (C.I.P.) must be approved by the PRINCIPAL. All in-district field trips require the approval of the AREA ADMINISTRATOR.
6. Every student leaving the school grounds MUST have a FIELD TRIP PERMIT FORM and AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT signed by either the parent or guardian for each particular field trip. All trips are considered to be round trip. *(REMINDER: Forms are required for each designated trip. Plus, the office must be provided with a list of students attending the trip.)*
  - *FOR EXAMPLE:* If John participates in 3 different trips throughout the year; he will have a set of forms on file for each trip.)
7. Notify the nurse of any field trip(s). It is imperative that the TEACHER SPONSOR inform the nurse of the grade level/students attending field trip in order to make medical arrangements. Students not enrolled in a school will not be allowed to go on a field trip with school students.
8. Parents CAN NOT board a district bus without "approved" BISD documentation.
9. Students are not to be left unsupervised upon the completion of a field trip or an extra-curricular event. If parents/guardians have NOT picked up the student(s) after a 60-minute time frame, BISD security (956) 548-8378 will be called upon for assistance. Under **NO** circumstances shall faculty/staff personnel transport a student(s).

## INSTRUCTIONAL ASSISTANT'S ROLE IN THE CLASSROOM

1. Work with your teacher to develop techniques and skills that will make the instructional program effective for all students.
2. Work with your teacher(s) to diagnose individual student problems.

3. Use the checklist prepared by the teacher to record necessary information about individual students.
4. Conduct individual and small group learning experiences.
5. Work with a small group of students as directed by the teacher.
6. Assist teacher in supervising "small groups" that may be working independently.
7. Read stories to students and listen to student's reading.
8. Assist students in need of special attention with independent work.
9. Reinforce classroom and school rules/regulations within the classroom.
10. Prepare instructional materials (copies, bulletin boards, and other duties as assigned by the teacher during teacher's planning and not instructional time). **Instructional Assistants DO NOT HAVE A PLANNING PERIOD.**
11. Prepare classrooms for daily activities (set up chairs, books needed, etc.).
12. Assist teacher with morning activities.
13. Assist with tutorial in assigned grade levels.
14. Attend faculty and other meetings at the request of the principal.
15. Be consistent with discipline inside and outside of the classroom as well as throughout the campus.
16. Supervise students during assigned scheduled time. (It is important that the students are supervised at all times.)
17. Assist with preparation of campus needed instructional material.

## LIBRARY PROCEDURES

- The Library will be open in the morning to assist students with checking books in and out.
- CHECK OUT material(s) during the scheduled time or between 3:15-3:30 p.m.
- Return material(s) between 3:15-3:30 p.m.
- It is the teacher's responsibility to order necessary tapes or other items from the MEDIA CENTER in advance. (*Plan Accordingly.*)
- LIBRARY TIME is part of "Language Arts" and a lesson should be planned (*co-planning*) by the TEACHER and LIBRARIAN. *LESSON PLANS should reflect the lesson.*
- Teachers must remain with their class in the library. The Foundations for Meeting the Exemplary Standard of Texas Education Agency Code 33.021: School Library Programs: "The school librarian will collaborate with teachers through formal planning sessions to develop, implement and evaluate learning experiences in a flexibly-scheduled environment."
- Follow your schedule and be prompt. The **PRINCIPAL** is the only person who can reschedule any classes that may have been canceled. If a library period is missed, it will not be rescheduled; the students will have to wait until the next scheduled period.  
**REMEMBER: Students look forward to Library time; this is one way to enrich the LOVE FOR READING.**
- All audiovisual material that is rented, borrowed or personal property of the teacher must

be approved by the PRINCIPAL before use (*including videos*). This ruling includes audiovisual materials that may be used by any "guest speaker" in a classroom. When in doubt, call the MEDIA CENTER at 548-8144 and verify if the proposed video is on the BISD approved listing. (*All film titles must be documented on LESSON PLANS and correlated to INSTRUCTIONAL OBJECTIVES.*)

## FIXED ASSESTS

As per DISTRICT POLICY CFB (Local) "Employees are responsible for the safekeeping of assigned equipment. In the event that the assigned items are damaged, stolen, lost . . . the employee shall assume financial responsibility of replacing such items."

- Mr. Trujillo is the administrator for Fixed Assets. Be certain that you follow campus regulations and comply with the "Inventory Checklist"; inventory will be verified approximately 3 times throughout the year. PLEASE DO NOT move or transfer any equipment without his consent. ***Documentation is crucial!***
- **Be cautious and lock your room at ALL TIMES.** Take care of your valuables; DO NOT leave them out in the open. At the end of the day, close your classroom windows and lock your door. **Let's work together; our goal is to eliminate INTERNAL THEFT.**

## LEAD TEACHER'S ROLE/SBDM MEMBER

- Meet with the Principal and/or Dean of Instruction to discuss upcoming events.
- Share "Staff development" and other pertinent information.
- Schedule meetings within the GRADE LEVEL (*as needed*).
- Share information from trainings / In-Service that you have attended.
- Assist teachers within your grade level for instructional purposes.
- Distribute materials within the grade level.
- Adhere to other duties and responsibilities as deemed necessary by the school Principal.
- Tend to end of year clearance -PRCs & Report Cards.
- Be available for CIP updates.
- Be the chairperson or co-chairperson of a committee. Facilitate committee meetings. (***Notify the PRINCIPAL of COMMITTEE MEMBERS not attending scheduled meetings.***)

# WELLNESS POLICY

**Foods of Minimal Nutritional Value** (FMNV) refers to the four categories of foods and beverages (*soda water, water ices, chewing gum, and certain candies*) that are restricted by the U.S. Department of Agriculture under the child nutrition programs.

**National School Lunch Program** (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

**Normal School Day** is the time period spanning from the first bell of the day that begins the first class period to the last bell of the day ending the final class period.

## WELLNESS MISSION

The District is committed to providing a school environment that enhances learning and encourages lifelong wellness practices by establishing healthy school nutrition environments, reducing childhood obesity and preventing diet related chronic diseases. The District shall promote the general wellness of all students through nutrition education, physical activity and other school-based activities.

**CATCH PROGRAM** focuses on providing quality physical education in which students engage in maximum amounts of enjoyable MVPA (moderate to vigorous physical activity) during class time.

## NUTRITION GUIDELINES

The District shall ensure that nutritional guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy.

- The District shall comply with the current USDA Dietary Guidelines for Americans, Texas Public School Nutrition Policy as well as adhere to guidelines and restrictions.
- Under USDA's Provision 2 program, every student is allowed a free breakfast and lunch during the school day.
- Breakfast and Lunch meal services times are set by the local school administrator and may vary from school to school.

- Adherence to the National School Lunch meal service time policy, which states that lunch times must fall between 10 a.m. and 2 p.m. and breakfast must be served before 10 a.m. (mandatory).
- ***Sharing Food and Beverages:*** Parents may provide lunch or snacks for their children, but they may not provide them for other students nor are children allowed to share their items from home with other students.
- ***Elementary Schools:*** Except for sales from the Food & Nutrition Services, foods and beverages from competitive restaurants, vending machines, or any other type of food sales, **shall not** be made available to students at any time during the school day.
- ***Beverages:*** Plain bottled, unflavored water, and 100% fruit and vegetable juices may be sold at anytime and anywhere on the school campus, however there is a 12 oz. serving size limit on 100% fruit juice.

#### **NOT ALLOWED:**

- **Soda water:** any carbonated beverage **may not** be sold or provided anywhere on **elementary school campuses** during the school day.
- ***Snacks:*** For instructional purposes, teachers may use foods as long as the food items are not considered foods of minimal nutritional value (FMNV) or candy.
- ***Fundraising Activities:*** No food fundraising will be allowed on an elementary school campus during the school day; however, schools or school-approved organizations may take orders to sell vouchers during the school day for candy or other restricted items and deliver these items after the end of the school day.
- Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each year to be determined by the campus.

#### **Field Trips:**

- School-approved field trips are exempt from the nutrition policy.
- The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band or other competitions. The school day is considered to have ended for these students.

#### **Food Safety**

- Encourage classes to order foods for classroom parties from the school's food service program or sources providing food to ensure compliance with food safety and sanitation regulations.
- Meet applicable local and state standards concerning health; safe food preparation; handling, and storage; drinking water; sanitation; and workplace safety.

# GRIEVANCE PROCEDURES

- 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. (*as per 2020-2021 BISD Employee Handbook*) (Refer to District Policy DGBA) (See Appendix)

# WHISTLEBLOWER COMPLAINTS

- Whistleblower complaints shall be filed within the time specified by law.
- Such complaints shall first be filed in accordance with Level Two.
- 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. (*as per 2020-2021 BISD Employee Handbook*) (Refer to Policy DG (Legal) (See Appendix)

# DISCRIMINATION, HARASSMENT, AND RETALIATION

- 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 which includes the Title IX Coordinator, ADA/Section 504 Coordinator, and the Superintendent.

- If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the Superintendent or his designee.
- A complaint against the Superintendent may be made directly to the Board. The District's policy shall be distributed annually to employees. Employees may access District Policy DIA (LOCAL) at the following link: <http://www.tasb.org/policy> or in the Appendix of this Handbook. (*as per 2020-2021 BISD Employee Handbook*)

## HARASSMENT OF STUDENTS

- Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law.
- Romantic or inappropriate social relationships between students and district employees are prohibited.
- Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official.
- All allegations of prohibited harassment or abuse of a student 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. See Reporting Suspected Child Abuse for additional information.
- All employees are responsible for being aware of District policies governing harassment of students.
- The definition of solicitation of a romantic relationship as per District Policy DF (LEGAL) is as follows:

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include:

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator's job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love, affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;



- e. The extent to which the educator attempted to conceal the communications;
  - f. If the educator claims to be counseling a student, TEA staff may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
  - g. Any other communications tending to show that the educator solicited a romantic relationship with a student.
2. Making inappropriate comments about a student's body.
  3. Making sexually demeaning comments to a student.
  4. Making comments about a student's potential sexual performance.
  5. Requesting details of a student's sexual history.
  6. Requesting a date.
  7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
  8. Inappropriate hugging, kissing, or excessive touching.
  9. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
  10. Any other acts tending to show that the educator solicited a romantic relationship with the student, including providing the student with drugs or alcohol. (*As per 2020-2021 BISD Employee Handbook*)



## 2020-2021 Hudson Elementary At-Home Learning Master Schedule



ASYNCHRONOUS ADA Coding w/ daily live touch points		PK 3 & 4	Kinder	1st	2nd	3rd	4th	5th
Daily Progress Measure: (1) LMS- Seesaw/Google Classroom; (2) Daily T/S Interactions; (3) Assignment Completion								
Period 1	8:05 – 8:50 45 min	ELAR 30 min Synchronous 15 min Asynchronous	Science (2 Days) Soc. Studies (2 Days) Counselor (1 Day) 45 min Synchronous	ELAR 45 min Synchronous	ELAR 45 min Synchronous	ELAR 45 min Synchronous	ELAR/Social Studies 45 min Synchronous	PE (3 Days) Music (1 Day) Library (1 Day) Teacher Planning (3 Days)
Period 2	9:00 – 9:45 45 min	Math 30 min Synchronous 15 min Asynchronous	PE (3 Days) Music (1 Day) Library (1 Day) Teacher Planning (3 Days)	Asynchronous As needed: *Dyslexia *Resource *Rt Tier 2 & 3 sm. group	Asynchronous As needed: *Dyslexia *Resource *Rt Tier 2 & 3 sm. group	As needed: *Dyslexia *Resource *Rt Tier 2 & 3 sm. group	Asynchronous As needed: *Dyslexia *Resource *Rt Tier 2 & 3 sm. group	45 min Synchronous
Period 3	9:55 – 10:40 45 min	Science/Soc. Studies 30 min Synchronous 15 min Asynchronous	ELAR 45 min Synchronous	Math 45 min Synchronous	Science (2 Days) Soc. Studies (2 Days) Counselor (1 Day) 45 min Synchronous	PE (3 Days) Music (1 Day) Library (1 Day) Teacher Planning (3 Days)	Math/Science 45 min Synchronous	45 min Asynchronous As needed: *Dyslexia *Resource *Rt Tier 2 & 3 sm. group
Period 4	10:50 – 11:35 45 min	PE (3 Days) Music (1 Day) Library (1 Day) Teacher Planning (3 Days)	Asynchronous As needed: *Rt Tier 2 & 3 sm. group	Asynchronous As needed: *Resource *Rt Tier 2 & 3 sm. group	PE (3 Days) Music (1 Day) Library (1 Day) Teacher Planning (3 Days)	Math 45 min Synchronous	Asynchronous As needed: *Resource *Rt Tier 2 & 3 sm. group	45 min Synchronous
Student Lunch: 11:35 – 12:30		Teacher-Parent-Student Contact: 11:35 – 11:50					Teacher Lunch: 11:50 – 12:20	
Period 5	12:30 – 1:15 45 min	Synchronous and Asynchronous Small Group Activities and Tier 2 & Tier 3	Math 45 min Synchronous	PE (3 Days) Music (1 Day) Library (1 Day) Teacher Planning (3 Days)	Math 45 min Synchronous	Math 45 min Asynchronous As needed: *Resource *Rt Tier 2 & 3 sm. group	Writing 45 min Synchronous	Math 45 min Asynchronous As needed: *Resource *Rt Tier 2 & 3 sm. group
Period 6	1:25 – 2:10 45 min		Science (2 Days) Soc. Studies (2 Days) Counselor (1 Day) 45 min Synchronous	Asynchronous As needed: *Resource *Rt Tier 2 & 3 sm. group	Science (2 Days) Soc. Studies (2 Days) Counselor (1 Day) 45 min Synchronous	PE (3 Days) Music (1 Day) Library (1 Day) Teacher Planning (3 Days)	Science	45 min Synchronous
Period 7	2:20 – 3:15 55 min	Student: *Asynchronous Student Learning Time *Additional RtI Small group (as needed)	Teacher: *Additional RtI Small Group Instruction *Grade Level and/or Faculty Meetings			Teacher: *Parent Contact *Professional Development *Data Disaggregation *Other duties as assigned		
Total: 305 Instructional Minutes		180 Synchronous 145 Asynchronous	180 Synchronous 145 Asynchronous	180 Synchronous 145 Asynchronous	180 Synchronous 145 Asynchronous	180 Synchronous 145 Asynchronous	180 Synchronous 145 Asynchronous	180 Synchronous 145 Asynchronous

Note: Asynchronous instruction throughout the day to be utilized for RtI small group and/or parent contact

Updated: 8/11/2020



## 2020-2021 Hudson Elementary At-Home Learning Special Programs Schedule



ASYNCHRONOUS ADA Coding w/ daily live touch points	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
	Daily Progress Measure: (1) LMS- Seesaw/Google Classroom; (2) Daily T/S Interactions; (3) Assignment Completion					
Period 1	8:05 – 8:50 45 min	5th Grade	Duarte: Music Salinas: PE (Soto) Moreno: Library Padron: PE (Benavides)	Duarte: PE (Soto) Salinas: Library Moreno: PE (Benavides) Padron: PE (Benavides) *Music: Soto & Wert	Duarte: Library Salinas: PE (Soto) Moreno: Music Padron: PE (Benavides)	Duarte: PE (Soto) Salinas: Music Moreno: PE (Benavides) Padron: Library
Period 2	9:00 – 9:45 45 min	Kinder	Atkinson: Music Cineros: PE (Benavides) Gutierrez: PE (Soto) Esparza: PE (Benavides) Ramon: Library	Atkinson: PE (Benavides) Cineros: Music Gutierrez: Library Esparza: PE (Benavides) Ramon: PE (Soto)	Atkinson: PE (Benavides) Cineros: Library Gutierrez: PE (Soto) Esparza: Music Ramon: PE (Soto)	Atkinson: Library Cineros: PE (Benavides) Gutierrez: Music Esparza: PE (Benavides) Ramon: PE (Soto)
Period 3	9:55 – 10:40 45 min	3rd Grade	Avila: Library Costa: PE (Soto) Rangel: PE (Soto) Urbano: PE (Benavides) Vela: Music Wert: PE (Benavides)	Avila: PE (Benavides) Costa: Library Rangel: PE (Soto) Urbano: Music Vela: PE (Soto) Wert: Teacher Sm Group	Avila: Music Costa: PE (Soto) Rangel: Library Urbano: PE (Benavides) Vela: PE (Soto) Wert: PE (Benavides)	Avila: PE (Benavides) Costa: PE (Soto) Rangel: Music Urbano: Library Vela: PE (Soto) Wert: PE (Benavides)
Period 4	10:50 – 11:35 45 min	2nd Grade	Cowen: Music Carroll: Library Gomez: PE (Soto) Ruiz: PE (Soto) Shergold: PE (Benavides) Soto: PE (Benavides)	Cowen: PE (Benavides) Carroll: Music Gomez: PE (Soto) Ruiz: Library Shergold: PE (Benavides) Soto: Teacher Sm Group	Cowen: Library Carroll: PE (Soto) Gomez: Music Ruiz: PE (Soto) Shergold: PE (Benavides) Soto: PE (Benavides)	Cowen: PE (Benavides) Carroll: PE (Soto) Gomez: PE (Soto) Ruiz: Music Shergold: Library Soto: PE (Benavides)
Student Lunch: 11:35 – 12:30		Teacher-Parent-Student Contact: 11:35 – 11:50			Teacher Lunch: 11:50 – 12:20	
Period 5	12:30 – 1:15 45 min	1st Grade	Cantu: Music Herrera: PE (Soto) Magana: PE (Benavides) Mancha: PE (Soto) Martinez-Garrett: Library	Cantu: PE (Benavides) Herrera: Music Magana: PE (Benavides) Mancha: Library Martinez-Garrett: PE (Soto)	Cantu: Library Herrera: PE (Soto) Magana: Music Mancha: Music Martinez-Garrett: PE (Soto)	Cantu: PE (Benavides) Herrera: Library Magana: Music Mancha: PE (Soto) Martinez-Garrett: PE (Soto)
Period 6	1:25 – 2:10 45 min	4th Grade	Dahan: Library Oliver: Music Quinones: PE (Benavides) Lopez: PE (Soto) Latigo: PE (Soto)	Dahan: PE (Benavides) Oliver: Library Quinones: PE (Benavides) Lopez: Music Latigo: PE (Soto)	Dahan: PE (Benavides) Oliver: PE (Benavides) Quinones: Library Lopez: PE (Soto) Latigo: Music	Dahan: Music Oliver: PE (Benavides) Quinones: PE (Benavides) Lopez: Library Latigo: PE (Soto)
Period 7	2:10 – 2:55 45 min	PE Library Music	Teacher Planning	Teacher Planning	Teacher Planning	Teacher Planning
Period 7	2:55 – 3:15 20 min	Asynchronous Learning Time		Special Programs Teacher-Parent Contact; Grade Level and/or Faculty Meeting; Professional Development; Data Disaggregation; Other duties as assigned.		

Note: Asynchronous instruction throughout the day to be utilized for RtI small group and/or parent contact

Updated: 7/28/2020



## 2020-2021 Hudson Elementary At-Home Learning Counseling Schedule



ASYNCHRONOUS ADA Coding w/ daily live touch points		Grade	Monday	Tuesday	Wednesday	Thursday	Friday
Daily Progress Measure: (1) LMS- Seesaw/Google Classroom; (2) Daily T/S Interactions; (3) Assignment Completion							
Note: Counseling class presentations are scheduled during the Science/Social Studies/Counseling period for Kinder-3rd grades. Note: Counseling class presentations are scheduled during the ELAR Asynchronous 45 period once a week for 4th-5th grades.							
Period 1	8:05 – 8:50 45 min	Kinder	Ahumada: Atkinson Vela: Planning	Ahumada: Cisneros Vela: Planning	Ahumada: Ramon Vela: Planning	Ahumada: Esparza Vela: Planning	Ahumada: Gutierrez Vela: Planning
Period 2	9:00 – 9:45 45 min	4th Grade	Ahumada: Student Observation and/or Parent Outreach Vela: Dahan	Ahumada: Student Observation and/or Parent Outreach Vela: Olivo	Ahumada: Student Observation and/or Parent Outreach Vela: Quinones	Ahumada: Student Observation and/or Parent Outreach Vela: Lopez	Ahumada: Student Observation and/or Parent Outreach Vela: Latigo
Period 3	9:55 – 10:40 45 min	2nd 5th Grades	Ahumada: Cowen Vela: Duarte	Ahumada: Carroll Vela: Salinas	Ahumada: Gomez Vela: Student Observation and/or Parent Outreach	Ahumada: Ruiz Vela: Moreno	Ahumada: Shergold Vela: Padron
Period 4	10:50 – 11:35 45 min		Ahumada: Student Observation and/or Parent Outreach Vela: Student Observation and/or Parent Outreach	Ahumada: Student Observation and/or Parent Outreach Vela: Student Observation and/or Parent Outreach	Ahumada: Student Observation and/or Parent Outreach Vela: Student Observation and/or Parent Outreach	Ahumada: Student Observation and/or Parent Outreach Vela: Student Observation and/or Parent Outreach	Ahumada: Student Observation and/or Parent Outreach Vela: Student Observation and/or Parent Outreach
Student lunch: 11:35 – 12:30			Counselor-Parent-Student Contact: 11:35 – 11:50			Counselor Lunch: 11:50 – 12:20	
Period 5	12:30 – 1:15 45 min		Ahumada: Planning Vela: Student Observation and/or Parent Outreach	Ahumada: Planning Vela: Student Observation and/or Parent Outreach	Ahumada: Planning Vela: Student Observation and/or Parent Outreach	Ahumada: Planning Vela: Student Observation and/or Parent Outreach	Ahumada: Planning Vela: Student Observation and/or Parent Outreach
Period 6	1:25 – 2:10 45 min	1st 3rd Grades	Ahumada: Cantu Vela: Avila	Ahumada: Herrera Vela: Costa	Ahumada: Magana Vela: Rangel	Ahumada: Mancha Vela: Urbano	Ahumada: Martinez-Garrett Vela: Vels
Period 7	2:10 – 3:15 65 min	Asynchronous Learning Time	*Rtl Documentation *Grade Level and/or Faculty Meetings *Individual Student and/or Parent Counseling		Counselor: *Parent Contact *Professional Development *Other duties as assigned		*Responsive Services *Community Outreach

Note: Asynchronous instruction throughout the day to be utilized for Rtl and/or parent contact

Updated: 7/28/2020

# DUTY SCHEDULE

## IMPORTANT NOTE:

- Attending to duty assignments is of the utmost importance in order to ensure the safety of all students. ***Punctuality, active supervision*** and ***discipline*** are required at ***ALL*** times.
- Teachers are expected to escort and pick up their students **ON TIME** from the cafeteria, P.E., Music, and the Library.
- Administration will monitor the cafeteria on a regular basis (***if possible***).

## Safety Patrol Morning and After School Duties:

- ***Administration*** will assign these duties. It is important that these duties take priority for STUDENT SAFETY. ***Punctuality is vital!***

# MORNING WING & HALLWAY PROCEDURES

1. *Actively* monitor students in your assigned area at *ALL* times.
2. Guide students to their assigned area.
3. Students should walk at all times.
4. Students will *NOT* be allowed to walk around the hallways for any reason unless approved by a staff member or an administrator.
5. Monitor students that have asked permission to go to the restroom.
6. Students are *NOT* allowed to use the restrooms by the front office, unless they are in the 100 wing.
7. Parents will not be allowed to roam the hallways or stay with the child after week one.
8. The teacher will be responsible for students once the teacher arrives after 7:55 a.m.
9. Paraprofessionals will remain on duty to make sure that any students arriving after the 8:15 a.m. bell are walked or guided to their classroom.
10. Report any misbehavior to Ms. Ayala, Mr. Trujillo, or Ms. Ybarra immediately.

HUBERT R. HUDSON ELEMENTARY  
AFTER SCHOOL DUTY SCHEDULE

PENDING

## BACK HALLWAY PICK-UP DUTY PROCEDURES

1. **Actively** monitor students in your assigned area at **ALL** times.
2. Guide students to their assigned area. Check the family number to make sure that each child is sitting at the assigned area correctly.
3. Make sure that siblings are sitting together and have matching family numbers.
4. Students will be directed to stand up once their family number is called out and will be walked to the proper place to start forming a line for dismissal.
5. Students should walk at all times.
6. Teachers will **continue** to monitor **other** students once their assigned students have been dismissed.
7. All teachers will be dismissed at 3:25 p.m. and at the same time.
8. Only a reading book may be taken out of the student's backpack during their wait.
9. Snacks, toys, crayons, scissors, rulers, playing cards, phones or electronic device(s) will **NOT** be allowed out of backpacks. Please immediately advise student(s) to place these or other items back in their backpack.

# CAFETERIA BUS DUTY PROCEDURES

1. **Actively** monitor students in your assigned area at **ALL** times.
2. Guide students to their assigned bus number table. Check bus tags to make sure that each child is sitting at the assigned table correctly.
3. Students will be directed to stand up one side at a time and be dismissed from the cafeteria ten at a time by assigned teachers at each table. Once those students are situated on the bus we will proceed with the other side following the same procedure.
4. Assigned teachers will wait with students on the sidewalk once the bus arrives and walk students to their assigned bus using the right hand side of the sidewalk.
5. Students should walk at all times.
6. Teachers will return to the cafeteria after dismissing their assigned bus and **continue** with student supervision **where and as needed**.
7. All teachers will be dismissed at 3:25 p.m. and at the same time.
8. Only a reading book may be taken out of the student's backpack during their wait.
9. Snacks, toys, crayons, scissors, rulers, playing cards, phones or electronic device(s) will **NOT** be allowed out of backpacks. Please immediately advise student(s) to place these or other items back in their backpack.

# FRONT DOOR PARENT PICK-UP PROCEDURES

1. **Actively** monitor students in your assigned area at **ALL** times.
2. Guide students to their assigned area. Check the family number to make sure that each child is sitting at the assigned area correctly.
3. Make sure that siblings are sitting together and have matching family numbers.
4. Students will be directed to stand up once their family number is called out and will be walked to the proper place to start forming a line for dismissal.
5. Students should walk at all times.
6. Teachers will **continue** to monitor **other** students once their assigned students have been dismissed.
7. All teachers will be dismissed at 3:25 p.m. and at the same time.
8. Only a reading book may be taken out of the student's backpack during their wait.
9. Snacks, toys, crayons, scissors, rulers, playing cards, phones or electronic device(s) will **NOT** be allowed out of backpacks. Please immediately advise student(s) to place these or other items back in their backpack.
10. Paraprofessionals will report to bus duty once all students have been dismissed.



# BACK GATE WALKER PROCEDURES

1. *Actively* monitor students in your assigned area at *ALL* times.
2. Guide students to their assigned area. The family number must be taped to the back of the Red Walker card.
3. Make sure that siblings are sitting together and that the Red Walker cards have matching family numbers.
4. Students will be directed to stand up and begin walking in an orderly manner to the back gate once the bell rings at 3:15 p.m.
5. Students should walk at all times.
6. Teachers will *continue* to monitor *other* students once their assigned students have been dismissed.
7. All teachers will be dismissed at 3:25 p.m. and at the same time.
8. Only a reading book may be taken out of the student's backpack during their wait.
9. Snacks, toys, crayons, scissors, rulers, playing cards, phones or electronic device(s) will *NOT* be allowed out of backpacks. Please immediately advise student(s) to place these or other items back in their backpack.

# LOCKDOWN PROCEDURES

## **Classrooms:**

1. One member of the administration team will make an announcement that a lockdown is in place.
2. Immediately, lock doors and turn off lights.
3. Make sure to place either the Red card or Green card in window pane.
  - a. Green means that all children are in place.
  - b. Red means a child is missing from your room.
4. Move children to a corner of the room where they cannot be seen.
5. If there are any children in the hallway or walkways, have them enter your classroom.
6. Keep children calm and keep them quiet.
7. **DO NOT USE THE INTERCOM TO CALL THE OFFICE AS NO ONE WILL ANSWER.**
8. There is to be **NO USE OF CELLPHONES OR TEXTING** during this time.
9. The signal that the lockdown is over is **"SAFETY."** If this signal is given over the intercom, the lockdown is over. If any other word is used, the lockdown remains in place.

## **Cafeteria:**

1. One member of the administration team will make an announcement that a lockdown is in place.
2. Cafeteria personnel and any Hudson personnel are to turn off the lights in the cafeteria and fold up the tables and place them against the windows.
3. Children entering the serving line section of the cafeteria will remain with the cafeteria staff. Both doors are to be locked.
4. Children that are sitting down are to stand up and quickly walk to the kitchen area. Any paraprofessionals in the cafeteria are to assist in making sure students are lined up and moving quickly into the back of the kitchen area.
5. **DO NOT USE THE INTERCOM TO CALL THE OFFICE AS NO ONE WILL ANSWER.**
6. There is to be **NO USE OF CELLPHONES OR TEXTING** during this time.
7. The signal that the lockdown is over is **"SAFETY."** If this signal is given over the intercom, the lockdown is over. If any other word is used, the lockdown remains in place.

## **Playground/PE:**

1. One member of the administration team will make an announcement that a lockdown is in place.
2. PE staff in the gymnasium are to quickly pull down the garage doors and lock them.
3. Immediately, lock doors and turn off lights.
4. PE staff in the playground are to move quickly into the nearest wing and enter the nearest classroom.
5. There is to be **NO USE OF CELLPHONES OR TEXTING** during this time.
6. The signal that the lockdown is over is **"SAFETY."** If this signal is given over the intercom, the lockdown is over. If any other word is used, the lockdown remains in place.

# SHELTER IN PLACE

1. Announcement will be made to initiate Shelter in Place Procedures.
2. Close doors and shut off air intake system for classroom if possible.
3. Find a way to seal any gaps in doors or windows that might allow air to infiltrate classroom.
4. Take class roll to account for all students and place appropriate card to account for students.
  - a. Green card if all students are present.
  - b. Red card if students are missing.
5. Do not let any student leave the classroom without proper authorization.
6. Follow ALL instructions given by campus administrators.
7. Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phones.

# SEVERE WEATHER

## **TORNADO WATCH /WARNING, HAIL STORM WATCH/WARNING (DROP, COVER, & HOLD)**

1. Announcement will be made to initiate campus tornado/severe weather procedures.
  - a. Based on the severity of the storm and current weather conditions, portable building occupants will be instructed to move inside to the main building. An administrator will evacuate portable buildings.
  - b. If instructed, classes will be moved to pre-designated safe areas.
2. Take class roll to account for all students and place appropriate card to account for students.
  - a. Green card if all students are present.
  - b. Red card if students are missing.
3. Follow instructions given by campus administrator.
4. Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction.
5. Maintain control, keeping students and staff quiet and calm.
6. Do not let any student leave without proper authorization.
7. If you are notified that a tornado has been sighted in the immediate area; DO THE FOLLOWING:
  - a. Have students and staff assume a protective posture-kneel facing the interior wall with head down and hands protecting the back of the neck and head.
  - b. Be aware that electrical power and phone service maybe interrupted.
  - c. Follow campus administrator instructions until danger has passed.
  - d. Sheltered areas should be 30 feet or more away from exterior glass doors.
  - e. Avoid gyms or large areas with high walls and roofs.
  - f. The best shelter is on the first floor in a multi-floor structure, away from exterior windows.

# ELECTIONS

## **Are school employees permitted to advocate for or against particular candidates or measures?**

Not on work items or using district resources, including office supplies and computer equipment. School district employees cannot use public funds, directly or indirectly, for political advertising to advocate for or against a candidate or measure that will appear on a ballot. The Texas Ethics Commission, which is the state agency that oversees the implementation of this provision, interprets the prohibition broadly to include any employee time and all school district resources like copy and fax machines, supplies, facilities, and computer equipment. School employees who violate this prohibition could face fines or criminal penalties.

## **May school employees advocate for or against candidates or measures on their own time with their own resources?**

Yes. School employees retain their First Amendment right to campaign for or against a candidate or election measure in their non-work time, using their personal funds. The key is not to use school district resources, work time, money, facilities, equipment, and supplies for the political advertising.

**Note: responses are pursuant to the Texas Association of School Boards**

# APPENDIX

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

**GENERAL GUIDELINES** Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. All District employees shall be expected to adhere to the standards of conduct set out in the Educators' Code of Ethics. [See DH(EXHIBIT)]

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

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

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

**EMPLOYEE  
RESPONSIBILITIES**

Every employee shall be responsible for:

1. Arriving at work on time every day and following attendance procedures;
2. Satisfactorily completing the duties as specified by the job description and/or contract, if any;
3. Relating to colleagues and supervisors with respect, courtesy, and in a professional manner;
4. Spending the workday on work-related activities to the exclusion of personal business;
5. Dressing in a manner that is appropriate for the job assignment, that reflects positively on the District, and that includes the use of all issued safety equipment;
6. Recognizing that employment with the District is not guaranteed, but is dependent on employee performance, budget, and need;
7. Following the established rules of behavior for the District and society in general as defined by local, state, and federal laws;
8. Conducting their duties in a safe manner, following the District's general safety policies and department rules regarding proper use of approved safety equipment and apparel; and
9. Following the directives of the supervisor.

**VIOLATIONS OF  
STANDARDS OF  
CONDUCT**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

	his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]
ELECTRONIC MEDIA	Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.
USE WITH STUDENTS	<p>In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:</p> <ol style="list-style-type: none"><li>1. Exceptions for family and social relationships;</li><li>2. The circumstances under which an employee may use text messaging to communicate with students; and</li><li>3. Other matters deemed appropriate by the Superintendent or designee.</li></ol> <p>Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]</p>
PERSONAL USE	An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
PERSONAL TELECOMMUNICATIONS DEVICES	A personal, non-District, or unauthorized telecommunications device is a piece of equipment that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor and is not issued or authorized by the District as required for the normal discharge of the employee's duties.
DEFINITION	
USE	An employee shall not interrupt the performance of his or her duties, or leave the classroom or other work site, to answer, respond to, or use a personal, non-District, or unauthorized telecommunica-

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

	tions device. The use of personal telecommunications devices shall not interfere with the employee's fulfillment of assigned duties. In the interest of safety, no District employee shall use a personal, non-District, or unauthorized telecommunications device while driving a District vehicle or a personal vehicle while on District business. [See CNB and CNC]
OUTSIDE ACTIVITIES	An employee shall conduct his or her outside activities and affairs in a manner that does not adversely affect the employee's professional status or daily performance of instructional duties.
PROFANITY	When dealing with staff and students, an employee shall not use profane language nor engage in obscene conversations on the job.
REPORTS OF MISCONDUCT	The Board encourages employees and others connected with the District to bring forward reports in the form of complaints, comments, and suggestions in order to maintain effective and efficient operations, free from disruptions that detract from the District's main objective of educating children.
WORKPLACE BULLYING	<p>The District considers workplace bullying to be unacceptable and shall not tolerate it under any circumstances.</p> <p>Workplace bullying shall be defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs in the workplace that:</p> <ol style="list-style-type: none"><li>1. Has the effect or will have the effect of physically harming another employee, damaging the employee's property, or placing the employee in reasonable fear of harm to the employee's person or of damage to the employee's property;</li><li>2. Is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive work environment for the employee;</li><li>3. Exploits an imbalance of power between the employee perpetrator and the employee victim through written or verbal expression or physical conduct; or</li><li>4. Interferes with the victim's employment or substantially disrupts the operation of the work location.</li></ol> <p>Workplace bullying shall not include the legitimate exercise of employee management, including task assignment, employee coaching, and work-related employee discipline.</p>
DISRUPTIVE ACTIVITY	A staff member who instigates or otherwise incites disruptive activity involving staff or students on school property or at a school event shall be subject to disciplinary action by the Superintendent and the Board.



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

SAFETY REQUIREMENTS	Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
HARASSMENT OR ABUSE	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none"><li>1. Other employees. [See DIA]</li><li>2. Students. [See FFH; see FFG regarding child abuse and neglect]</li></ol> <p>While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.</p> <p>An employee shall report child abuse or neglect as required by law. [See FFG]</p>
RELATIONSHIPS WITH STUDENTS	An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]
TOBACCO USE	An employee shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]
ALCOHOL AND DRUGS	<p>An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:</p> <ol style="list-style-type: none"><li>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.</li><li>2. Alcohol or any alcoholic beverage.</li><li>3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.</li><li>4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.</li></ol> <p>An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.</p>
EXCEPTIONS	An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities,

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

	<p>or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.</p> <p>An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.</p> <p>Each employee shall be given a copy of the District's notice regarding drug-free schools. All employees are subject to reasonable suspicion testing for alcohol and/or drug use.</p>
NOTICE	<p>Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]</p> <p>A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p> <p>An employee who tests positive for prohibited drugs and/or alcohol shall be subject to termination, except when an employee voluntarily admits to alcohol or illegal drug use and commences counseling or rehabilitation prior to an event that leads to the initiation of any alcohol or drug testing. Such an employee must thereafter refrain from using alcohol and/or illegal drugs.</p>
UNAUTHORIZED PERSONS ON DISTRICT PREMISES	<p>A District employee shall not bring his or her own relative, personal aide, or hired helper to assist the employee in the performance of duties on District premises or at school-sponsored activities without prior approval from the principal/work location supervisor and/or Human Resources Department.</p>
MONEY LENDING	<p>The District prohibits loans made by one employee to another with the intent of collecting interest.</p>
ANNUAL CRIMINAL HISTORY RECORD CHECK	<p>An annual criminal background check shall be conducted on all active personnel who do not have electronic fingerprints on file with the Texas Department of Public Safety.</p>
REVIEW COMMITTEE	<p>A review committee will assess the records of employees found to have criminal records that may bar them from continued employment in the District.</p>
RESPONSIBILITY TO REPORT CHARGES	<p>An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:</p> <ol style="list-style-type: none"><li>1. Crimes involving school property or funds;</li></ol>



EMPLOYEE STANDARDS OF CONDUCT

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2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - Dishonesty; fraud; deceit; theft; misrepresentation;
  - Deliberate violence;
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Felony driving while intoxicated (DWI); or
  - Acts constituting abuse or neglect under the Texas Family Code.

REASSIGNMENT  
PENDING FINAL  
DISPOSITION

An employee shall be subject to being temporarily reassigned when the District becomes aware of any pending charge, previous conviction, or deferred adjudication. The decision to reassign an employee shall be made by the appropriate direct report to the Superintendent or designee.

DETERMINATION  
UPON FINAL  
DISPOSITION

A determination regarding what action, if any, to take shall be made after the final disposition of the pending charge(s) or, in the case of a conviction or deferred adjudication, after a recommendation is made to the Administrator in charge, Human Resources (HR), by the criminal history review committee. In the case of an employee, final disposition of pending charges means a conviction, deferred adjudication, or dismissal of the charges. An employee's completion of probation or other sentencing is not required for a final disposition by the District.

DRESS AND  
GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the following standards of dress and hygiene:

1. An employee shall dress in neat clean clothing in good state of repair and appropriate for the assignment and safety of the job.

EMPLOYEE STANDARDS OF CONDUCT

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2. Good personal hygiene shall be expected of each employee, including well-groomed, neatly trimmed hair. Men are allowed to wear a neatly trimmed mustache or beard.

Additional standards shall be established by supervisors and approved by the Superintendent.

EMPLOYMENT PRACTICES  
AT-WILL EMPLOYMENT

DCD  
(LOCAL)

Personnel not hired under a contract shall be employed on an at-will basis.

[For information regarding contractual employment, see DCA, DCB, DCC, and DCE, as appropriate]

APPEAL TO  
BOARD

PURPOSE

In the exercise of the **progressive discipline process**, the District's values of honesty, ethical behavior and mutual respect should guide the content, presentation, and handling of all disciplinary situations and actions. Through a careful review process the Superintendent intends to maintain objectivity, fairness and consistency in the District's progressive discipline process.

Poor job performance, unacceptable or unprofessional behavior policy violations, negative attendance trends, illegal or unethical actions, and/or misconduct shall be considered as a few examples, but shall not be interpreted as an all-inclusive list of actions that may result in disciplinary action up to and including termination.

Various types of disciplinary actions may be taken in order to help an employee assume responsibility and modify and correct unacceptable performance behavior or actions. The alternatives available ranging from counseling to termination of employment shall be dependent on the severity or recurring nature of the violation or behavior. Misconduct deemed sufficiently serious, including criminal and gross or ethical misconduct may result in an employee's immediate termination of employment.

The District reserves the right to move to a higher level of the progressive discipline process, suspend an employee without pay, or to demote an employee to a lower pay grade until sustained satisfactory performance or satisfactory behavior is achieved.

The employee shall always be asked to sign the warning documents to demonstrate that he or she had a discussion with the employee's supervisor. A signature is not intended to imply or indicate agreement of the issues noted. An employee may submit within ten business days of the applicable step meeting a rebuttal statement to his or her supervisor to explain the employee's point of view.

PROCESS

No prior disciplinary action shall be a prerequisite for another disciplinary action, including termination of employment. The progressive discipline process shall be used according to the following step processes when appropriate in the judgment of the assistant superintendent for human resources or designee except in certain cases, for example in cases of criminal gross or ethical misconduct.

EMPLOYMENT PRACTICES  
AT-WILL EMPLOYMENT

DCD  
(LOCAL)

STEP ONE  
COUNSELING  
AND VERBAL  
WARNING

This step shall create an opportunity for the immediate supervisor to schedule a meeting with the employee to bring attention to the existing unacceptable performance conduct or behavior issue. The supervisor should discuss with the employee the nature of the problem and clearly describe expectations and required steps the employee must take to improve upon the problem and sustain the improvements. Within ten District business days of this meeting, the supervisor shall prepare written documentation of the Step One meeting.

STEP TWO  
WRITTEN  
WARNING

Although the District hopes that the employee will promptly correct issues noted in the Step One meeting, the District recognizes that this may not always occur. The Step Two written warning involves more formal documentation of the unacceptable actions or behavior. A warning outlining additional disciplinary actions the employee may be subject to, up to and including termination, should be included in the written warning document.

During the Step Two meeting, the immediate supervisor shall meet with the employee to review any additional incidents or information as well as prior relevant corrective action plans.

The supervisor shall be encouraged to coordinate in advance with the human resources director about the situation and next steps.

Management shall outline the consequences for the employee of his or her continued failure to meet performance or behavior expectations.

Within ten District business days of this meeting the supervisor shall prepare written documentation of the Step Two meeting.

A growth plan may be issued that lists the required immediate and sustained corrective actions. If issued, a plan shall be issued within ten District business days of the Step Two meeting.

STEP THREE  
FINAL WRITTEN  
WARNING

If performance or behavior does not improve on a sustained basis, the immediate supervisor shall conduct a Step Three meeting with the employee and the human resources director.

The employee shall be issued his or her final written warning during this meeting. The documentation shall include copies of previous warnings, indicate specific areas in which the employee must improve and specify the time period in which the employee must take the necessary and sustained improvements.

EMPLOYMENT PRACTICES  
AT-WILL EMPLOYMENT

DCD  
(LOCAL)

STEP FOUR  
RECOMMENDATI  
ON FOR  
TERMINATION  
OF  
EMPLOYMENT

The last and most serious step in the progressive discipline process is a recommendation for termination of employment. When making a recommendation for termination of employment, the supervisor shall be responsible for providing the human resources department copies of supporting documentation pertaining to all actions taken to date to correct or modify the employee's actions performance or behavior. Recommendations for termination of employment shall be reviewed and approved by the office of human resources, legal counsel, and the Superintendent prior to termination.

The termination meeting shall include informing the employee of his or her appeal rights and procedures.

SEVERE OR  
DANGEROUS  
ACTIONS

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be temporary removal of the employee from the workplace so that an investigation may be conducted. When immediate action is necessary to ensure the safety of the employee or others, the supervisor shall immediately contact the human resources director or assistant superintendent for human resources.

DISMISSAL

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

APPEAL TO  
BOARD

A dismissed employee may request to be heard by the Board in accordance with DGBA (LOCAL).



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LEGAL)

EDUCATOR ETHICS	<p>Educators shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom.</p> <p>The State Board for Educator Certification (SBEC) shall provide for the adoption, amendment, and enforcement of an educator's code of ethics [see DH(EXHIBIT)]. SBEC is solely responsible for enforcing the ethics code for purposes related to certification disciplinary proceedings.</p> <p><i>Education Code 21.041(8); 19 TAC 247.1(b), (c)</i></p>
REPORT TO SBEC OF EDUCATOR MISCONDUCT	<p>In addition to the reporting requirement under Family Code 261.101 [see FFG], the Superintendent must file a written report with SBEC not later than the seventh day after the Superintendent first obtains or has knowledge of information indicating that:</p>
CRIMINAL HISTORY	<p>1. An applicant for or holder of a certificate issued by SBEC has a reported criminal history. "Reported criminal history" means information concerning any formal criminal justice system charges and dispositions. The term includes arrests, detentions, indictments, criminal informations, convictions, deferred adjudications, and probations in any state or federal jurisdiction;</p>
TERMINATION	<p>2. A certificate holder's employment at the District was terminated based on a determination that the certificate holder engaged in misconduct listed at DF(LEGAL);</p>
RESIGNATION	<p>3. A certificate holder resigned and reasonable evidence supported a recommendation by the Superintendent to terminate the certificate holder based on a determination that the certificate holder engaged in misconduct listed at DF(LEGAL) [see DFE]; or</p>
ASSESSMENT INSTRUMENT	<p>4. A certificate holder engaged in conduct that violated the assessment instrument security procedures established under Education Code 39.0301.</p> <p><i>Education Code 21.006, 22.087; 19 TAC 249.3(43), .14(d)</i></p> <p>The Superintendent may notify SBEC of any educator misconduct that the Superintendent believes in good faith may be subject to sanctions by SBEC. 19 TAC 249.14(d)</p>
CONTENTS OF REPORT	<p>The report shall include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator. The report shall, at a minimum, describe in detail the factual cir-</p>



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LEGAL)

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

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

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

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

NOTICE

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

SANCTIONS FOR  
FAILURE TO  
REPORT

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

IMMUNITY

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

PUBLIC SERVANTS

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

TOBACCO USE  
PROHIBITED

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

ENFORCEMENT

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LEGAL)

DRUG AND ALCOHOL  
ABUSE PROGRAM

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

FEDERAL DRUG-  
FREE WORKPLACE  
ACT

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

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

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

DIETARY  
SUPPLEMENTS

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

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

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

*Education Code 38.011*



PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

COMPLAINTS	In this policy, the terms "complaint" and "grievance" shall have the same meaning.
OTHER COMPLAINT PROCESSES	<p>Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:</p> <ol style="list-style-type: none"><li>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.</li><li>2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.</li><li>3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.</li><li>4. Complaints concerning instructional materials shall be submitted in accordance with EFA.</li><li>5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.</li><li>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.</li><li>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.</li></ol>
NOTICE TO EMPLOYEES	The District shall inform employees of this policy through appropriate District publications.
DELEGATION	The Board delegates to the Superintendent the ability to abate a grievance timely filed when in his or her opinion adequate resolution of the grievance will be aided by the results of an investigation. Such investigation shall be conducted expeditiously to bring prompt closure to the grievance process. District employees shall receive periodic and timely updates.
GUIDING PRINCIPLES INFORMAL PROCESS	The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be
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PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

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(LOCAL)

	<p>expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>
DIRECT COMMUNICATION WITH BOARD MEMBERS	<p>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.</p>
FORMAL PROCESS	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
FREEDOM FROM RETALIATION	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
WHISTLEBLOWER COMPLAINTS	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. 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 calendar days of the initiation of the complaint. [See DG]</p>
COMPLAINTS AGAINST SUPERVISORS	<p>Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.</p>
GENERAL PROVISIONS FILING	<p>Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the</p>



PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

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(LOCAL)

	appropriate administrator or designated representative no more than three days after the deadline.
SCHEDULING CONFERENCES	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.
RESPONSE	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's e-mail address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
DAYS	<p>"Days" shall mean District business days, unless otherwise noted. In calculating time lines under this policy, 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 shall be "day one." The following District business day shall be "day two."</p> <p>With regard to administration time lines requiring the setting of grievances or responses required herein by the administration, the day a document is filed shall be "day one." The following business day shall be "day two."</p>
REPRESENTATIVE	<p>"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>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 ten days from the date of the written dismissal notice. Such appeal shall be limited to the issue of timeliness. A grievant who is untimely a second time shall not be eligible to continue the complaint process.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
COMPLAINT AND APPEAL FORMS	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>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.</p> <p>A complaint or appeal 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.</p>
AUDIO RECORDING	<p>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.</p>
LEVEL ONE	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none"><li>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</li><li>2. With the lowest level administrator who has the authority to remedy the alleged problem.</li></ol> <p>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.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the com-</p>



PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

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(LOCAL)

plaint 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 15 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

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.

INTRODUCTION OF  
EVIDENCE

All parties must introduce all evidence at Level One of the grievance procedure. If a grievance is filed because of a written document received from the employee's supervisor, all evidence must also be introduced at Level One of the grievance procedure. All other grievances that are filed with the administration may introduce evidence at Level One and/or Level Two. All parties may introduce new evidence if the new evidence occurred after the previous hearing date. The new evidence must be received by the opposing party at least five business days prior to the upcoming hearing.

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.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

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(LOCAL)

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.

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 grievant has the right to ask for an open or closed hearing before the Board.

The Board 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.

EMPLOYEE RIGHTS AND PRIVILEGES

DG  
(LEGAL)

EMPLOYEE FREE  
SPEECH

District employees do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate.

However, neither an employee nor anyone else has an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes. When a public employee makes statements pursuant to his or her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate the communications from employer discipline.

*Garcetti v. Ceballos*, 547 U.S. 410 (2006); *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969) [See also GKD]

WHISTLEBLOWER  
PROTECTION

The Board or its agents shall not suspend or terminate the employment of, or take other adverse personnel action against, an employee who in good faith reports a violation of law by the District or another public employee to an appropriate law enforcement authority.

A "report" is made to an "appropriate law enforcement authority" if the authority is a part of a state or local governmental entity or the federal government that the employee in good faith believes is authorized to:

1. Regulate under or enforce the law alleged to be violated in the report; or
2. Investigate or prosecute a violation of criminal law.

*Gov't Code 554.002*

A supervisor who suspends or terminates the employment of or takes an adverse personnel action against an employee for reporting a violation of law shall be subject to civil penalties. *Gov't Code 554.008*

DEFINITIONS

"Employee" means an employee or appointed officer who is paid to perform services for the District. It does not include independent contractors. *Gov't Code 554.001(4)*

"Law" means a state or federal statute, an ordinance of a local governmental entity, or a rule adopted under a statute or ordinance. *Gov't Code 554.001(1)*

A "good faith" belief that a violation of the law occurred means that:

1. The employee believed that the conduct reported was a violation of law; and



EMPLOYEE RIGHTS AND PRIVILEGES

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(LEGAL)

2. The employee's belief was reasonable in light of the employee's training and experience.

Wichita County v. Hart, 917 S.W.2d 779 (Tex. 1996)

A "good faith" belief that a law enforcement authority is an appropriate one means:

1. The employee believed the governmental entity was authorized to:
  - a. Regulate under or enforce the law alleged to be violated in the report, or
  - b. Investigate or prosecute a violation of criminal law; and
2. The employee's belief was reasonable in light of the employee's training and experience.

Tex. Dep't of Transp. v. Needham, 82 S.W.3d 314 (Tex. 2002)

WHISTLEBLOWER  
COMPLAINTS

An employee who alleges a violation of whistleblower protection may sue the District for injunctive relief, actual damages, court costs, and attorney's fees, as well as other relief specified in Government Code 554.003. Gov't Code 554.003

INITIATE  
GRIEVANCE

Before suing, an employee must initiate action under the District's grievance policy or other applicable policies concerning suspension or termination of employment or adverse personnel action.

The employee must invoke the District's grievance procedure not later than the 90th day after the date on which the alleged suspension, termination, or other adverse employment action occurred or was discovered by the employee through reasonable diligence.

LEGAL ACTION

If the Board does not render a final decision before the 61st day after grievance procedures are initiated, the employee may elect to:

1. Exhaust the District's grievance procedures, in which case the employee must sue not later than the 30th day after the date those procedures are exhausted to obtain relief under Government Code Chapter 554; or
2. Terminate District grievance procedures and sue within the time lines established by Government Code 554.005 and 554.006.

Gov't Code 554.005, .006 [See DGBA regarding grievance procedures]

EMPLOYEE RIGHTS AND PRIVILEGES

DG  
(LEGAL)

BURDEN OF PROOF	<p>If the employee brings a lawsuit, the employee has the burden of proof unless the suspension, termination, or adverse personnel action occurred within 90 days after the employee reported a violation of law, in which case the suspension, termination, or adverse personnel action is presumed, subject to rebuttal, to be because the employee made the report.</p>
AFFIRMATIVE DEFENSE	<p>It is an affirmative defense to a whistleblower suit that the District would have taken the action against the employee that forms the basis of the suit based solely on information, observation, or evidence that is not related to the fact that the employee made a report protected under the whistleblower law.</p> <p><i>Gov't Code 554.004</i></p>
NOTICE OF RIGHTS	<p>The Board shall inform its employees of their rights regarding whistleblower protection by posting a sign in a prominent location in the workplace. The design and content of the sign shall be as prescribed by the attorney general. <i>Gov't Code 554.009</i></p>
PROTECTION FOR REPORTING CHILD ABUSE	<p>The Board or its agents may not suspend or terminate the employment of, or otherwise discriminate against, a professional employee who in good faith:</p> <ol style="list-style-type: none"><li>1. Reports child abuse or neglect to:<ol style="list-style-type: none"><li>a. The person's supervisor,</li><li>b. An administrator of the facility where the person is employed,</li><li>c. A state regulatory agency, or</li><li>d. A law enforcement agency; or</li></ol></li><li>2. Initiates or cooperates with an investigation or proceeding by a governmental entity relating to an allegation of child abuse or neglect.</li></ol> <p>A person whose employment is suspended or terminated or who is otherwise discriminated against in violation of the foregoing may sue for injunctive relief, damages, or both. A District employee who has a cause of action under WHISTLEBLOWER PROTECTION may not bring an action under PROTECTION FOR REPORTING CHILD ABUSE.</p> <p><i>Family Code 261.110</i></p>
PROTECTION FROM DISCIPLINARY PROCEEDINGS	<p>For purposes of the following provisions, "disciplinary proceeding" means discharge or suspension of a professional employee, or termination or nonrenewal of a professional employee's term contract. [See DGC regarding immunity] <i>Education Code 22.0512(b)</i></p>

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EMPLOYEE RIGHTS AND PRIVILEGES

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REPORTING CHILD ABUSE OR MALTREATMENT	A District employee may not be subject to any disciplinary proceeding resulting from an action taken in compliance with Education Code 38.0041 [prevention of child abuse and other maltreatment, see FFG]. <i>Education Code 38.0041</i>
USE OF PHYSICAL FORCE	<p>A professional employee may not be subject to disciplinary proceedings for the employee's use of physical force against a student to the extent justified under Penal Code 9.62. This provision does not prohibit the District from enforcing a policy relating to corporal punishment or bringing a disciplinary proceeding against a professional employee of the District who violates the District policy relating to corporal punishment. <i>Education Code 22.0512(a); Tex. Att'y Gen. Op. GA-0202 (2004)</i></p> <p>Penal Code 9.62 provides that the use of force, other than deadly force, against a person is justified:</p> <ol style="list-style-type: none"><li>1. If the actor is entrusted with the care, supervision, or administration of the person for a special purpose; and</li><li>2. When and to the degree the actor reasonably believes the force is necessary to further the special purpose or to maintain discipline in a group.</li></ol>
INSTRUCTIONAL MATERIALS AND TECHNOLOGICAL EQUIPMENT	The Board may not require an employee who acts in good faith to pay for instructional materials or technological equipment that is damaged, stolen, misplaced, or not returned. An employee may not waive this provision by contract or any other means.
EXCEPTION	<p>The District may enter into a written agreement with an employee whereby the employee assumes financial responsibility for electronic instructional material or technological equipment usage off school property or outside of a school-sponsored event in consideration for the ability of the employee to use the electronic instructional material or technological equipment for personal business.</p> <p>The written agreement shall be separate from the employee's contract of employment, if applicable, and shall clearly inform the employee of the amount of the financial responsibility and advise the employee to consider obtaining appropriate insurance. An employee may not be required to enter into such an agreement as a condition of employment.</p> <p><i>Education Code 31.104(e); 19 TAC 66.107(c), .1319(d)</i></p>
CHARITABLE CONTRIBUTIONS	<p>A Board or District employee may not directly or indirectly require or coerce any District employee to:</p> <ol style="list-style-type: none"><li>1. Make a contribution to a charitable organization or in response to a fund-raiser; or</li></ol>

EMPLOYEE RIGHTS AND PRIVILEGES

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2. Attend a meeting called for the purpose of soliciting charitable contributions.

The Board or a District employee may not directly or indirectly require or coerce any District employee to refrain from the same acts.

*Education Code 22.011*

PROTECTION OF  
NURSES

The District may not suspend, terminate, or otherwise discipline or discriminate against a nurse who refuses to engage in an act or omission relating to patient care that:

1. Would constitute grounds for reporting the nurse to the Board of Nurse Examiners under Occupations Code Chapter 301, Subchapter I;
2. Constitutes a minor incident, as defined at Occupations Code 301.419; or
3. Would violate Occupations Code Chapter 301 or a rule of the Board of Nurse Examiners, if the nurse notifies the District at the time of the refusal that this is the reason for refusing to engage in the act or omission.

*Occupations Code 301.352(a)*



EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LEGAL)

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**Note:** This policy addresses harassment of District employees. For legally referenced material relating to discrimination and retaliation, see DAA(LEGAL). For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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OFFICIAL  
OPPRESSION

A public official commits a Class A misdemeanor if, while acting in his or her official or employment capacity, the official intentionally subjects another to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, submission to which is made a term or condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. *Penal Code 39.03*

HARASSMENT OF  
EMPLOYEES

Harassment on the basis of a protected characteristic is a violation of the federal anti-discrimination laws. The District has an affirmative duty, under Title VII, to maintain a working environment free of harassment on the basis of sex, race, color, religion, and national origin. *42 U.S.C. 2000e, et seq.; 29 CFR 1606.8(a), 1604.11*

Harassment violates Title VII if it is sufficiently severe and pervasive to alter the conditions of employment. *Pennsylvania State Police v. Suders*, 542 U.S. 129 (2004)

Title VII does not prohibit all verbal and physical harassment in the workplace. For example, harassment between men and women is not automatically unlawful sexual harassment merely because the words used have sexual content or connotations. *Oncale v. Sun-downer Offshore Services, Inc.*, 523 U.S. 75 (1998)

HOSTILE  
ENVIRONMENT

Verbal or physical conduct based on a person's sex, race, color, religion, or national origin constitutes unlawful harassment when the conduct:

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

*Pennsylvania State Police v. Suders*, 542 U.S. 129 (2004); *Nat'l Railroad Passenger Corp. v. Morgan*, 536 U.S. 101 (2002); *Meritor Savings Bank v. Vinson*, 477 U.S. 57 (1986); 29 CFR 1604.11, 1606.8

QUID PRO QUO

Conduct of a sexual nature also constitutes harassment when:

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
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1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

*29 CFR 1604.11(a)*

SAME-SEX SEXUAL HARASSMENT	Same-sex sexual harassment constitutes sexual harassment. <u><i>Oncale v. Sundowner Offshore Services, Inc.</i></u> , 523 U.S. 75 (1998)
HARASSMENT POLICY	The District should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate penalties, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned. <i>29 CFR 1604.11(f)</i>
CORRECTIVE ACTION	<p>The District is responsible for acts of unlawful harassment by fellow employees and by nonemployees if the District, its agents, or its supervisory employees knew or should have known of the conduct, unless the District takes immediate and appropriate corrective action. <i>29 CFR 1604.11(d), (e), 1606.8(d), (e)</i></p> <p>When no tangible employment action is taken, the District may raise the following affirmative defense:</p> <ol style="list-style-type: none"><li>1. That the District exercised reasonable care to prevent and promptly correct any harassing behavior; and</li><li>2. That the employee unreasonably failed to take advantage of any preventive or corrective opportunities provided by the employer or to avoid harm otherwise.</li></ol> <p><u><i>Burlington Industries, Inc. v. Ellerth</i></u>, 524 U.S. 742 (1998); <u><i>Faragher v. City of Boca Raton</i></u>, 524 U.S. 775 (1998)</p>



STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

COMPLAINTS

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

OTHER COMPLAINT  
PROCESSES

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional materials shall be submitted in accordance with EFA.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
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12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

NOTICE TO STUDENTS AND PARENTS      The District shall inform students and parents of this policy through appropriate District publications.

GUIDING PRINCIPLES  
INFORMAL PROCESS      The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

FORMAL PROCESS      A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

FREEDOM FROM RETALIATION      Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

GENERAL PROVISIONS  
FILING      Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

SCHEDULING CONFERENCES      The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to



STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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	<p>appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
RESPONSE	<p>At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's e-mail address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
DAYS	<p>"Days" shall mean District business days, unless otherwise noted. In calculating time lines under this policy, 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 shall be "day one." The following District business day shall be "day two."</p> <p>With regard to administration time lines requiring the setting of grievances or responses required herein by the administration, the day a document is filed shall be "day one." The following business day shall be "day two."</p>
REPRESENTATIVE	<p>"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice. Such appeal shall be limited to the issue of timeliness.</p>

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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COSTS INCURRED	Each party shall pay its own costs incurred in the course of the complaint.
COMPLAINT AND APPEAL FORMS	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal 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.</p>
LEVEL ONE	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none"><li>1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and</li><li>2. With the lowest level administrator who has the authority to remedy the alleged problem.</li></ol> <p>In most circumstances, students and parents shall file Level One complaints with the campus principal.</p> <p>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.</p> <p>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.</p> <p>The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within 15 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.</p> <p>Absent extenuating circumstances, the administrator shall provide the student or parent 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</p>



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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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LEVEL TWO

other relevant documents or information the administrator believes will help resolve the complaint.

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent 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 student or parent 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 student or parent 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 student or parent 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 student or parent 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.

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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LEVEL THREE

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent 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 student or parent 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 student or parent 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 student or parent 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 student or parent 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 presen-

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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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tation by the student or parent or the student'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.



TERM CONTRACTS  
NONRENEWAL

DFBB  
(LOCAL)

REASONS

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. A decision by a campus intervention team that the employee not be retained at a reconstituted campus. [See AIC]
12. The employee is not retained at a campus that has been repurposed in accordance with law. [See AIC]
13. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on school property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
14. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
15. Failure to meet the District's standards of professional conduct.



16. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
17. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
18. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
19. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.
20. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee's effectiveness in the District.
21. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
22. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
23. A significant lack of student progress attributable to the educator.
24. Behavior that presents a danger of physical harm to a student or to other individuals.
25. Assault on a person on school property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
26. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
27. Falsification of records or other documents related to the District's activities.
28. Falsification or omission of required information on an employment application.
29. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

TERM CONTRACTS  
NONRENEWAL

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30. Failure to fulfill requirements for certification, including passing certification examinations required by state law for the employee's assignment.
31. Failure to achieve or maintain "highly qualified" status as required for the employee's assignment.
32. Suspension of UIL privileges or probation imposed by UIL.
33. Failure to fulfill the requirements of a deficiency plan under an Emergency Permit, a Special Assignment Permit, or a Temporary Classroom Assignment Permit.
34. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
35. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
36. Any reason constituting good cause for terminating the contract during its term.

RECOMMENDATIONS  
FROM  
ADMINISTRATION

Administrative recommendations for renewal or proposed nonrenewal of professional employee contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

SUPERINTENDENT'S  
RECOMMENDATION

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations. If the Board votes to propose nonrenewal for any employees, it shall also decide whether any requested hearing will be conducted by the Board or by an independent hearing examiner.

NOTICE OF  
PROPOSED  
NONRENEWAL

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all of the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal, a reasonable time before the hearing.



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	<p>The Board has chosen to designate the type of hearing for proposed nonrenewals on a case-by-case basis. In the notice of proposed nonrenewal, the employee shall receive notice of whether the Board [see REQUEST FOR BOARD HEARING, below] or an independent hearing examiner appointed by the Commissioner [see REQUEST FOR APPOINTMENT OF HEARING EXAMINER, below] will conduct the hearing.</p>
REQUEST FOR APPOINTMENT OF HEARING EXAMINER	<p>If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by an independent hearing examiner, the employee may request a hearing by filing a written request with the Commissioner of Education, and providing the Board a copy of the request, not later than the 15th day after receiving the notice of the proposed nonrenewal.</p>
HEARING PROCEDURES	<p>The hearing shall be conducted by an independent hearing examiner in accordance with the process described at DFD.</p>
BOARD DECISION	<p>Following the hearing, the Board shall take appropriate action in accordance with DFD.</p>
REQUEST FOR BOARD HEARING	<p>If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by the Board, the employee may request a hearing by providing written notice to the Board not later than the 15th day after the date the employee received the notice of proposed nonrenewal.</p> <p>When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see HEARING BY THE BOARD, below] or an attorney designated by the Board [see HEARING BY AN ATTORNEY DESIGNATED BY THE BOARD, below].</p> <p>In either case, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.</p>
HEARING BY THE BOARD	<p>Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.</p>
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HEARING  
PROCEDURES

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made.

BOARD DECISION

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

HEARING BY AN  
ATTORNEY  
DESIGNATED BY THE  
BOARD

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses will be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the control of the attorney designated by the Board and shall generally follow the steps listed at HEARING BY THE BOARD.

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	Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.
BOARD REVIEW	The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board shall notify the employee in writing of the Board's decision on renewal not later than the 15th day after the date of the meeting.
NO HEARING	If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

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## Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 548-8019

### Electronic Communication with Students Request

Employee: \_\_\_\_\_

Subject/Organization: \_\_\_\_\_

School: \_\_\_\_\_

Electronic Communication System being used: \_\_\_\_\_

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. An authorized employee who communicates with a student using electronic communication 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 electronic communication to the student so that the student and parent receive the same message; and
- ☐ The employee shall include his or her immediate supervisor as a recipient on each electronic communication to the student so that the student and supervisor receive the same message.

I, \_\_\_\_\_, will use the above checked protocol when using electronic communication with students. I will limit communication to matters within the scope of my professional responsibilities within the hours authorized by my principal: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

*BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.*  
*BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.*

08/09/18