



Bastrop ISD

**2019–2020 Substitute and
Temporary Employee Handbook**

If you have difficulty accessing the information in this document because of a disability, please
e-mail nspinetto@bisdtx.org.

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Employee Handbook Receipt

Name _____

Campus/Department _____

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

Employees have the option of receiving the handbook in electronic format or hard copy. I understand that I may access the employee handbook in electronic format on the Bastrop ISD website (www.bisdtx.org) by selecting Human Resources under the Departments menu, and Employee Handbook is listed on the right hand side of the page.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact the Human Resources Department to obtain a hard copy.

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

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

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

Signature

Date

Please sign, date this receipt, and forward it to the Human Resources Department.

Introduction

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

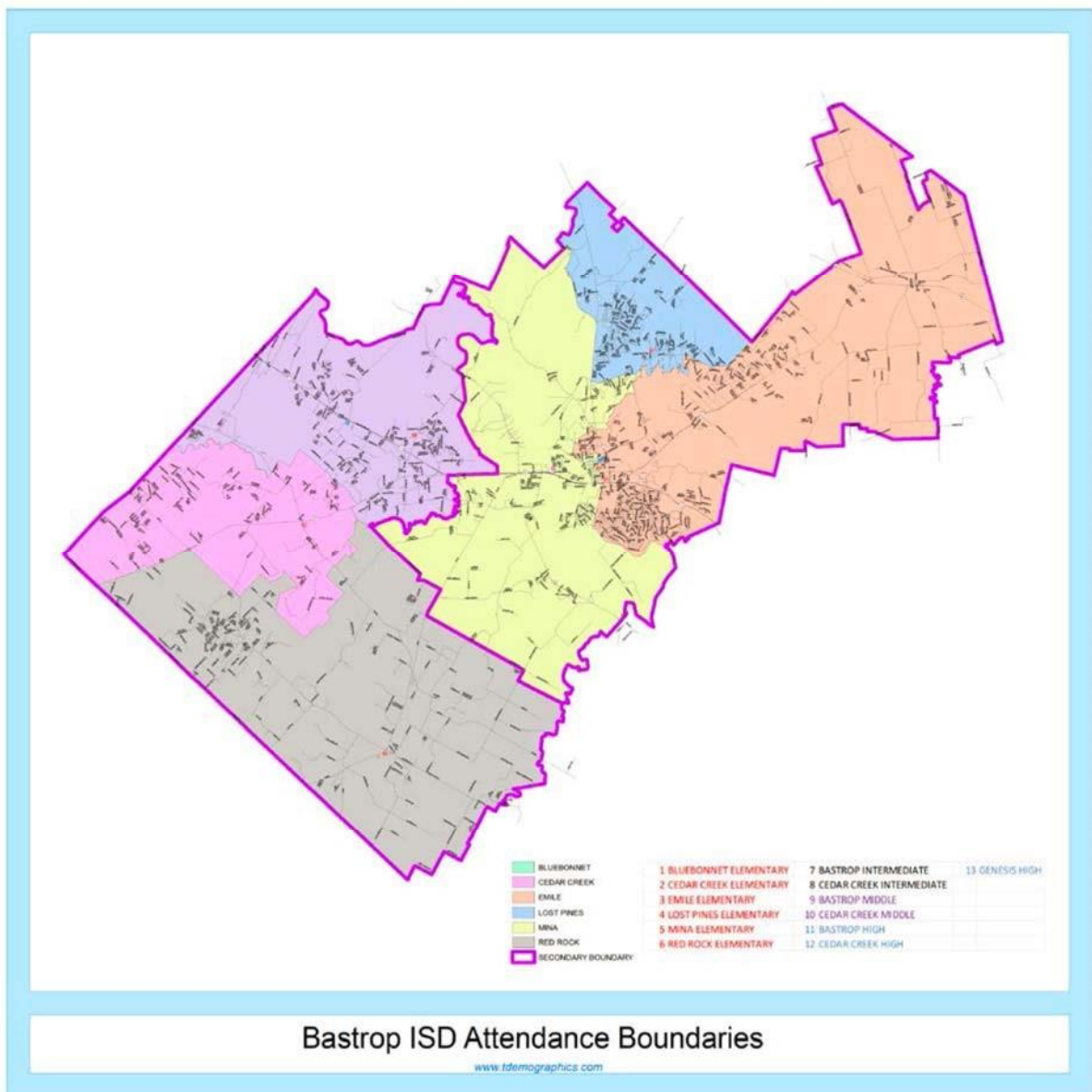
This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies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

District Information

Description of the District

The Bastrop Independent School District is located approximately 30 miles southeast of Austin in the beautiful Lost Pines of Central Texas. The district boundary covers an area of 450 square miles and includes the communities of Bastrop, Cedar Creek, Paige, Red Rock, Rockne, and vast rural areas of Bastrop County.

District Map



Mission Statement, Goals, and Objectives

Policy AE

MISSION

As a leader in innovative, student-centered education, the mission of Bastrop ISD is to ignite passion for life-long learning and to successfully motivate and prepare all students to compete globally by ensuring they are engaged in diverse, rigorous, and relevant learning experiences that incorporate 21st Century skills.

CALL TO ACTION

Graduates of Bastrop Independent School District are empowered to become successful and productive in a global society.

BELIEFS

- A diverse and engaging environment contributes to successful learning.
- Serving the individual needs of all learners is central to our mission.
- Community collaboration directly results in the growth of our schools.
- Education empowers everyone.
- People feel valued when they are heard.
- Involvement beyond the classroom contributes to student success.

LEARNER, TEACHER & LEADER PROFILES

The Learner...

- Communicates effectively, both verbally and nonverbally.
- Engages in collaborative practices.
- Applies fundamental content knowledge.
- Respects and empathizes with others.
- Utilizes critical thinking skills to creatively solve problems.

The Teacher...

- Communicates effectively, both verbally and nonverbally.
- Exhibits passion about education.
- Designs engaging instruction and adjusts based on student needs.

- Develops and nurtures positive and productive relationships.
- Models life-long learning and content knowledge.

The Leader...

- Communicates effectively through a variety of means.
- Promotes a vision and fosters an innovative culture that advocates in the best interests of students.
- Exemplifies service-oriented leadership.
- Demonstrates adaptability.
- Builds and maintains a school culture that fosters a growth mindset.

GOALS

1. We will develop and maintain a system of instruction that differentiates for every student’s needs.
2. We will increase the effectiveness of communication throughout the BISD community.
3. We will recruit, equip, and retain staff to increase instructional continuity and quality.
4. We will strengthen and develop partnerships with students, parents, businesses, and community members in order to empower learner success and productivity.

Character Education

An educational goal of the Bastrop Independent School District is to prepare students to become productive members of a democratic society. We believe that our democracy is based on the assumption that the following character traits are accepted values, and that all individuals can demonstrate personal and social accountability. Therefore, the following character traits, according to BISD Board policy EHBK (Legal) and EHBK (Local), are modeled by district personnel, and integrated into the curriculum across all grade levels and subjects. Further, BISD will encourage participation of families, businesses, and churches in this effort. (Adopted by BISD Board of Trustees, August 16, 2005).

AUGUST

Respect:

Through your language and actions, exhibit consideration and courtesy to others in all your activities and situations.

SEPTEMBER

Honesty:

Through a variety of activities, students will demonstrate trustworthiness, fairness and straightforwardness of conduct in their own character development and interpersonal relationships.

OCTOBER**Responsibility:**

Students will exhibit moral, legal, and mental accountability for their choices, regardless of pressures to do otherwise.

NOVEMBER**Compassion:**

Students will demonstrate empathy and respect for others in school, life, and career settings, accepting the right of all people to be treated with courtesy and dignity.

DECEMBER**Perseverance:**

Students will acknowledge the importance of persistence while encountering negative influences, forms of opposition, or discouragement.

JANUARY**Loyalty:**

Students will recognize the need to establish personal and career relationships and select causes based on positive ethical principles for which they can remain true.

FEBRUARY**Justice:**

Students will exhibit fair and equitable behavior, which is consistent with the laws and principles that govern a democratic society.

MARCH**Self-Reliance:**

Students will believe in their own self-worth and learn to rely on their strengths. Students will also demonstrate knowledge of their skills, abilities, and impression on others.

APRIL**Self-Discipline:**

Through activities, students will demonstrate positive patterns of behavior and the strength of mental and moral courage to accomplish tasks, manage time, and relate effectively with others.

MAY

Integrity:

Students will understand the importance of adherence to a code of conduct necessary for successful performances in the workplace and in their personal lives.

JUNE

Honor:

Demonstrating adherence to principles considered right, acting with integrity as you respect yourself and others.

JULY

Patriotism

Honor and support the United States of America, and, by your words and actions. Encourage others to do the same.

Board of Trustees

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

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

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

Current Board members include:

- Ashley Mutschink, President
- Dr. Matthew Mix, Vice President
- Billy Moore, Secretary
- James Allen, Trustee
- Chris Dillon, Trustee
- Molly McClure, Trustee
- Kellye Seekatz, Trustee

The Board usually meets the third Tuesday of every month at 5:30 PM. **The meetings are held at the Jerry Fay Wilhelm Performing Arts Center.** Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Bastrop ISD Service Center at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Board Meeting Schedule

Regular Meetings for the 2019 – 2020 School Year:

August 20, 2019	February 18, 2020
September 17, 2019	March 10, 2020
October 15, 2019	April 21, 2020
November 19, 2019	May 19, 2020
December 17, 2019	June 16, 2020
January 21, 2020	July 21, 2020

Administration

Administrator	Title	Telephone Number
Barry Edwards	Superintendent	(512) 772-7125
Adeilala Olivarez	Associate Superintendent of Academics	(512) 772-7115
Penne' Liefer	Executive Director for Human Resources	(512) 772-7108
Scot Bunch	Police Chief & Director of Safety & Security	(512) 772-7107
Dr. Kristi Lee	Executive Director for Communications & Community Services	(512) 772-7106
Sandra Callahan	Chief Financial Officer	(512) 772-7105

School Calendar



Revised 5.21.19

2019-2020 Academic Calendar

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
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23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- New Teacher Orientation
- Staff Professional Learning/Student Holiday
- Staff & Student Holiday
- State Testing
- ★ Flex Professional Learning
- Early Release
- [] 6 Weeks Grade Reporting (grades 7-12)
- { } 9 Weeks Grade Reporting (grades PK-6)
- ** Bad Weather Day

- | | | | |
|---|--|---|----------------------------|
| JULY | 4 Staff & Student Holiday | JANUARY | 1-3 Winter Break |
| 22-25 Staff Professional Learning Institute | | 6 Staff Professional Learning/Student Holiday | |
| 27 Staff the Bus/Back to School Bash | | 20 Staff & Student Holiday | |
| AUGUST | 2, 5-6 New Teacher Orientation | FEBRUARY | 17 Staff & Student Holiday |
| 5 Paraprofessionals Report | | MARCH | 16-20 Spring Break |
| 7-13 Staff Professional Learning | | APRIL | 6-9 State Testing |
| 14 First Day of School | | 10 Staff & Student Holiday | |
| SEPTEMBER | 2 Staff & Student Holiday | 13 Staff & Student Holiday | |
| OCTOBER | 14 Staff Professional Learning/Student Holiday (Elementary Parent Conferences) | 14-17 State Testing | |
| NOVEMBER | 25-26 Flex Professional Learning/Student Holiday | MAY | 4-22 State & AP Testing |
| 25-29 Thanksgiving Break | | 25 Staff & Student Holiday | |
| DECEMBER | 9-13 State Testing | 27 Last Day of School/Student Early Release | |
| 20-31 Winter Break | | 28 Staff Professional Learning | |
| | | JUNE | 22-25 State Testing |

GRADUATION
 CRCA - May 27, 2020 BHS - May 28, 2020 CCHS - May 29, 2020



bisdtx.org

Bastrop Independent School District
 906 Farm Street
 Bastrop, TX 78602
 p: 512.772.7100
 f: 512.321.1371

Helpful Contacts

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

Substitute and Temporary employee office contact information below:

Bastrop ISD
906 Farm Street
Bastrop, Texas 78602
(512) 772-7100

Substitute Office: Kristin Gardner, Substitute Manager
Phone: 512-772-7137 direct line
Fax: 512-308-9501
Email: kgardner@bisdtx.org

Temporary Office: Andrea Perez, Compensation Manager (Cedar Creek Schools)
Phone: 512-772-7100
Fax: 512-308-9501
aperez@bisdtx.org

Patricia Krenek, Compensation Manager (Bastrop Schools)
Phone: 512-772-7100
Fax: 512-308-9501
Email: pkrenek@bisdtx.org

District website: www.bisdtx.org

School Directory

Bluebonnet Elementary School (K-4)

Robert MacRoberts, Principal
416 FM 1209
Bastrop, Texas 78602
512-772-7680

Cedar Creek Elementary School (K-4)

Dolores Godinez, Principal
5582 FM 535
Cedar Creek, Texas 78612
512-772-7600

Emile Elementary School (K-4)

Windy Burnett, Principal
601 MLK Jr. Drive
Bastrop, Texas 78602
512-772-7620

Lost Pines Elementary School (K-4)

Stacy Trost, Principal
151 Tiger Woods Drive
Bastrop, Texas 78602
512-772-7700

Mina Elementary School (K-4)

Reba King, Principal
1203 Hill Street
Bastrop, Texas 78602
512-772-7640

Red Rock Elementary School (K-4)

Kelly Hubley, Principal
2401 FM 20
Red Rock, Texas 78662
512-772-7660

Bastrop Intermediate School (5-6)

Daniel Brown, Principal
509 Old Austin Highway
Bastrop, Texas 78602
512-772-7450

Cedar Creek Intermediate (5-6)

Alison Hall, Principal
151 Voss Parkway
Cedar Creek, Texas 78612
512-772-7475

Bastrop Middle School (7-8)

Krystal Gabriel, Principal
709 Old Austin Highway
Bastrop, Texas 78602
512-772-7400

Cedar Creek Middle School (7-8)

James Hallamek, Principal
125 Voss Parkway
Cedar Creek, Texas 78612
512-772-7425

Bastrop High School (9-12)

John Gosselink, Principal
1614 Chambers Street
Bastrop, Texas 78602
512-772-7200

Cedar Creek High School (9-12)

Bridgette Cornelius, Principal
793 Union Chapel Road
Cedar Creek, Texas 78612
512-772-7300

Genesis High School (9-12)

Gateway School (6-12)

Martin Conrardy, Principal
1200 Cedar Street
Bastrop, Texas 78602
512-772-7230

Patricia Alford, Principal
1019 Lovers Lane
Bastrop, Texas 78602
512-772-7820

Colorado River Collegiate Academy

Martin Conrardy, Principal
1200 Cedar Street
Bastrop, Texas 78602
512-772-7230

Employment

Equal Employment Opportunity

Policies DAA, DIA

Bastrop ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Penné Liefer, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Deborah Ribble, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website, www.bisdtx.org

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Bastrop ISD reserves the right to deduct the TRS Health Insurance Surcharge and the full TRS salary contribution from the retiree/rehire's salary. The stipulation will also be noted in an addendum added to the employee's contract.

Recertification of Employment Authorization

Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Executive Director of Human Resources.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Bastrop ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Superintendent's Office.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to

achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Each year ALL staff members must complete professional development modules required by State/Federal laws and funding requirements. To facilitate completion of these requirements, the district has migrated the training documents to TalentEd Records, so that the materials can be accessed at the employee's convenience. The employee is required to provide an electronic signature upon completion of each module. Employees should complete the modules by September 15 of each school year, or within 30 days of hire for mid-year hires.

The training modules include, but are not limited to:

Blood Borne Pathogens	Harassment, Discrimination and Retaliation
Bullying	Human Trafficking
Child Abuse and Maltreatment	Internet Safety
FERPA	Special Service – FERPA, FAPE, etc
Food Allergies	Suicide Prevention

Compensation and Benefits

Salaries, Wages, and Stipends

Pay rates for Substitute Teachers is as follows:

	Non-Certified	Degreed	Certified (Texas)
0 to 30 days	\$75.00	\$85.00	\$95.00
31 to 60 days	\$85.00	\$95.00	\$105.00
61+ days	\$95.00	\$105.00	\$115.00
Long-term (this starts on the 11th consecutive day)	additional \$10	additional \$10	\$125
Additional Pay	\$5 for SAMA trained substitutes in high need special education placements	\$5 for SAMA trained substitutes in high need special education placements	\$5 for SAMA trained substitutes in high need special education placements

NOTE: A certified or degreed substitute working in a para-professional position will be paid the lower, non-certified rate, as these positions do not require a degree or certification.

The pay rates for temporary workers varies depending on the position assigned.

Paychecks

All Substitute Teachers and Temporary Employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2019 - 2020 school year follows:

07/15/19	11/15/19	03/13/20
07/30/19	11/22/19	03/30/20
08/15/19	12/13/19	04/15/20
08/29/19	12/19/19	04/29/20
09/13/19	01/15/20	05/15/20
09/27/19	01/30/20	05/28/20
10/15/19	02/14/20	06/12/20
10/30/19	02/27/20	06/29/20

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 18 days is necessary to activate this service. Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations approved by the Board. Salary deductions are automatically made for unauthorized or unpaid leave.

Health, Dental, and Life Insurance

Policy CRD

Bastrop ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Bastrop ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, the district does not contribute toward the monthly premium for substitute or temporary employees. If you fail pay the monthly premiums in a timely manner, the district will proceed with coverage cancellation. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

Employees should contact Marsha Goertz, Benefits Manager, at 512-772-7100 for more information.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards (TASDB) effective July 1, 2014.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor and to the Benefits/Leave Manager. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor

Code. See *Workers' Compensation Benefits*, page 28 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS and the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See page 16 for information on restrictions of employment of retirees in Texas public schools.

Leaves and Absences

Policies DEC, DECA, DECB

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the Benefits and Leaves Manager in the Human Resources Department.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

District Communications

Throughout the school year, the Communications office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- Board Brief – a monthly one pager about school board actions and news
- Spotlight – a quarterly publication highlighting BHS and CCHS alumni accomplishments in the community
- Annual Report/Calendar – an annual publication mailed to a ll BISD households and staff members

Complaints and Grievances

Policy DGBA

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

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

General Provisions

All complaints arising out of an event or a series of related events must be addressed in one grievance. Employees cannot bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Employees are entitled to representation at every level of the complaint process. All references to days are working days, meaning those days that District administrative offices are scheduled to be open. In calculating time lines under this policy, the day a document is filed is day zero, and all deadlines shall be determined by counting the following workday as "day one."

Neither the District nor any District employee may unlawfully retaliate against any employee for exercising his or her right to bring a complaint under this policy. Time is of the essence in resolving employee complaints and all time lines shall be strictly enforced. Extensions shall be permitted only by written agreement of the administration and the employee.

A link to Board Policy DGBA, can be found on the Bastrop ISD website (www.bisdtx.org).

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 80 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or 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.

Dress and Grooming

Employee Dress Code Guidelines

All Bastrop ISD employees must follow a professional standard of appropriate dress as indicated below. Supervising administrators will offer employees additional guidance if needed, and will make the final determination regarding appropriateness of professional dress and grooming.

Appropriate Dress

- Suits, dresses, blouses, dress slacks, dress capris, cardigans, polo shirts, button up shirts, and dress shirts.
- Jeans may be worn on Fridays with a spirit shirt. On special event days such as testing, homecoming, Field day, etc., the principal may approve additional jeans days.
- Jeans with holes, tears or slits are not considered appropriate.
- Leggings are acceptable, but the blouse or dress top must be an appropriate length.
- Skirts and dresses must be appropriate length.
- Blouses or dress tops must cover the midriff and undergarments must not be visible.
- Clothing should not be revealing, provocative or excessively tight.

Appropriate Shoes

- Loafers, boots, tennis shoes, and dress sandals are appropriate.

Appropriate Hair, Jewelry and Tattoos

- Hair must be neat and clean.
- Extreme hair colors and styles are not allowed
- Facial hair is allowed, but must be trimmed.
- Jewelry worn at work should be in good taste with no visible body piercing other than pierced ears. Gauges are unacceptable and must be covered.
- Tattoos that are visible must be appropriate for the school environment.
- All of the above should not be distracting to students.

Employees 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 their status as District employees.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including

Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

Employees shall not tolerate harassment of others and shall make reports as required and outlined under REPORTING PROCEDURES, in this policy.

Statement of Non-Discrimination

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

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

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

Examples of Harassment

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

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of Sexual Harassment

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples of Retaliation

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct

In this policy, the term “prohibited conduct” include discrimination harassment and retaliation as defined by this policy, even if the Behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials

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

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Penne' Liefer

Position: Executive Director for HR

Address: 906 Farm Street, Bastrop, TX 78602

Telephone: (512) 772-7100

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Deborah Ribble

Position: Director of 504

Address: 906 Farm Street, Bastrop, TX 78602

Telephone: (512) 772-7200

SUPERINTENDENT

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

Alternative Reporting Procedures

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

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

Timely Reporting

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

Notice of Report

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Investigation of the Report

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

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

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

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

Concluding the Investigation

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

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

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

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 61 and *Bullying*, page 84 for additional information.

Definition of Harassment of Students

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator/student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that is unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - 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 that the educator attempts to conceal the communications;
 - f. If the educator claims to be counseling a student, SBEC 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 authorities; and
 - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
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, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

The District may develop and implement a sexual harassment policy to be included in the District improvement plan. The District shall adopt and implement a dating violence policy to be included in the District improvement plan. *Education Code 37.083, 37.0831*[See BQ]

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a district employee violates a student's constitutional right to bodily integrity. Sexual abuse may include fondling, sexual assault, or sexual intercourse. *U.S. Const. Amend. 14; Doe v. Taylor ISD, 15 F.3d 443 (5th Cir. 1994)*

Sexual harassment of students may constitute discrimination on the basis of sex in violation of Title IX. *20 U.S.C. 1681; 34 CFR 106.11; Franklin v. Gwinnett County Schools, 503 U.S. 60 (1992)* [See FB regarding Title IX]

Definition of Sexual Harassment

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among schoolchildren, however, even when the comments target differences in gender. *Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)*

Employee – Student Sexual Harassment

A District official who has authority to address alleged harassment by employees on the

District's behalf shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista ISD, 118 S.Ct. 1989 524 U.S. 274 (1998); Doe v. Taylor ISD, 15 F.3d 443 (5th Cir. 1994)*

Student – Student Sexual Harassment

The District must reasonably respond to known student-on-student harassment where the harasser is under the District's disciplinary authority. *Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)*

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, age, or any other basis prohibited by law.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. **Alleged abuse or**

neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

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

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

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the [Board legal policy FFG](#). This information is included in all district distributed student handbooks. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or

maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect by following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Technology Resources

Policy CQ

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

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

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

Employees are required to abide by the provisions of the district’s acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the district Technology Department at 512-772-7199.

Below are the technology policies, located on the district website, which every employee needs to be familiar with:

- Employee Guidelines for Acceptable Use of Technology Resources
- Student Guidelines for Acceptable Use of Technology Resources
- Agreement for Acceptable Use of the Electronic Communications Systems by a nonschool User
- Agreement for Electronic Instructional Materials or Technological Equipment

Personal Use of Electronic Communications

Policy CQ, DH

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

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

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

- The employee may not set up or update the employee's 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 Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

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

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

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 PM and 6:00 AM. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

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

Alcohol and Drug-Abuse Prevention

Policy DH

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

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:

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

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

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

Exceptions

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, 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.

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

Drug-Free Workplace Notice

Policy DI (Exhibit)

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

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

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

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL). [This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

Drug-Free Awareness Program

Policy DI (Local)

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

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

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

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Policy CAA

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

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

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 77 for additional information.

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Bastrop ISD Chief of Police at (512) 772-7100.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Chief of Police at (512) 772-7100 immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the teachers' lounge, breakroom areas, or other prominent places for the public. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice

will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Bad Weather Closing

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

KEYI FM 103.5
512-474-9233
512-397-1400 fax
1035bobfm.com

KEYE CH 42
800-563-9742
512-490-2111 fax
www.weareaustin.com

Majic 95 FM
512-329-6293
512-329-6257 fax
www.majic.com

KVUE CH 24
512-459-9442
512-533-2233 fax
www.kvue.com

KLBJ AM590/FM93.7
512-832-4027
512-832-1579 Fax
www.ontheradio.net/klbj

FOX 7 News
512-472-0988
512-495-4060 fax
www.myfoxaustin.com

KXAN CH. 36
512-476-2863
512-469-0630 Fax
www.kxan.com

News 8
512-531-8800
512-531-1234 fax
www.news8austin.com

County Sheriff 303-1080
www.co.bastrop.tx.us/ips/cms/countyoffices/sheriff.html

Emergencies

Policies CKC, CKD

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

Keys

Upon issuance of the Bastrop ISD keys, Substitutes shall assume full responsibility for their security and agree to the following:

1. All district issued keys are the property of Bastrop ISD and shall not be duplicated.
2. All district issued keys are for the sole use of the employee and shall not be loaned, temporarily or permanently, to any other person.
3. Students shall not use nor be in possession of district issued keys at any time.
4. District issued keys shall not be left in desk drawers, mailboxes, or other unsecured areas, nor left for substitutes.
5. Lost keys shall be reported to the campus principal or department supervisor.

District employees losing or not returning district issued keys are responsible for payment of replacement cost of keys and re-keying of locks at the actual cost and up to, but not to exceed \$500.00.

Name and Address Changes

It is important that employment records be kept up to date. Employees must complete and submit forms in TalentEd Records if there are any changes or corrections to their name, home address, or contact telephone number.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information **or change an existing choice** may be made at any time by submitting a written request to the Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is **submitted or another exception for release of information under law applies.** **An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.**

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Athletic Department is responsible for scheduling the use of facilities after school hours. Contact the Athletic Director's Secretary at (512) 772-7100 to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

Any substitute or temporary worker wishing to be removed from the SmartFind Express/payroll system, either permanently or temporarily, should notify the Department of Human Resources in writing.

Progressive Discipline

The District follows Progressive Discipline Practices on all substitute and temporary employees.

What Progressive Discipline is:

Progressive Discipline is a tool that will help encourage employees to modify their behavior or performance to comply with acceptable standards.

Progressive Discipline provides the District with a uniform model to deal with employee counseling, discipline and documentation.

Progressive Discipline is an opportunity to encourage the employee to correct behavioral deficiencies.

As a result of the uniformity of the Progressive Discipline plan, the employee's unacceptable conduct will be corrected and the need to hire and retrain new employees will be reduced. What Progressive Discipline is not:

Progressive Discipline is NOT to be used as a tool to harass, intimidate or punish the employee.

Progressive Discipline is NOT a means to force the employee to resign.

Removal from Service

If a substitute or temporary employee fails to notify the Department of Human Resources of his/her non-availability or repeatedly is unable to accept available assignments, he/she could be removed from active status.

In some cases, suspension may be necessary pending an investigation. If the investigation proves that actions taken by the substitute/temporary violated policies and procedures, the Department of Human Resources has no other recourse than to remove the individual from employment.

Substitute Removal by Campus

Administrators have the right to exclude a particular substitute from their campus. In the event an exclusion request is received, the substitute will be notified by letter or via telephone by the Department of Human Resources. Depending on the nature of the complaint, the substitute may be allowed to substitute at other campuses. However, if the Department of Human Resources receives a second exclusion request from another campus for the same substitute, the substitute may be removed from the substitute list and will not be allowed to substitute in the district.

Reports to Texas Education Agency

Policy DF, DHB

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

Bastrop ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Penné Liefer, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Deborah Ribble, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

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

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent/guardian that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal. For district questions/concerns contact the Director of Student Services at (512)-772-7100.

The district's policy FFI (LOCAL) includes definitions and procedures for reporting and investigating bullying of students can be found at this [link](#).

Hazing

Policy FNCC

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

General Information for Substitute Teachers

The most important role of the Bastrop Independent School District is to provide a quality instructional program in each individual classroom. This program is planned carefully each day so that every student attends a setting that is conducive to teaching and learning.

Times do arise when the classroom teacher is absent due to personal illness, illness within the teacher's family, in-service training or other unforeseen circumstances. While a teacher is absent, it is of utmost importance that instruction continues without interruption. This is the role of the SUBSTITUTE TEACHER. The importance of establishing a team of effective substitutes cannot be overstated.

It is of highest priority for substitutes to realize the vital part that they play in continuing the educational process while a teacher is absent. Learning will not continue in the absence of a teacher without dedication and commitment from an effective substitute. The effort made is not easy. Therefore, the District wants to provide its substitutes with all the resources and support needed to ensure success in the classrooms of the Bastrop Independent School District.

There are times when paraprofessionals are also absent for the same reasons as stated above. On some occasions, substitutes for paraprofessionals are also necessary. PARAPROFESSIONAL SUBSTITUTES play an important role in assisting teachers and/or administrators,

The District extends its deepest gratitude to everyone who has chosen to become a substitute.

Your contribution is enormous, and is very much appreciated.

Qualifications

It is the goal of the Bastrop Independent School District to employ substitute teachers who hold Texas Teaching certificates; however, non-certified substitute teachers may be utilized. Each substitute teacher applicant must hold at least a high school diploma. GED's are accepted only with an administrator's recommendation.

Application Process

Individuals desiring employment as a substitute in the Bastrop Independent School District are required to complete an online substitute application with the Department of Human Resources. The application must be complete and include work experience and at least 2 references.

Employment

All applicants selected must complete the following requirements:

- Attend an interview session;
- Selected applicants, based on district need, will be invited to attend a Substitute Orientation session;
- Complete required fingerprinting as required by Senate Bill 9;
- Fill out and return required new hire paperwork;

New substitutes will be placed on the payroll only after they've completed all required steps above.

Special Education trained substitutes

Each semester a small group of current substitutes will be selected to attend a district provided special education training. Substitutes are selected based on recommendations from both the Special Services Department and Campus Principals. This training will include SAMA and specialized classroom management information. Once the individuals have completed the district provided trainings, they will be paid an additional \$5 per day. At the end of the semester we will review the assignments for these individuals to ensure they are spending at

least half of their substitute days in special education classes. If at least half of the substitutes time is not spent in special education classes the SAMA pay will be removed.

Finding and Accepting Assignments (Smartfind Express)

Substitutes find and accept assignments by logging onto Smartfind Express via the web bastrop.eschoolsolutions.com or by calling 512.456.3238. Once a substitute accepts an assignment, it is his/her responsibility to ensure he/she follows through on the commitment. If a substitute fails to show up for an assignment, the campus administrator may request to have the substitute removed from his/her campus list.

A substitute will normally sub in the position he/she accepted through AESOP; however, there are occasions when an administrator may need the substitute in another classroom. The campus administrator may change a substitute's assignment depending on the needs of the campus.

A full-day for a substitute is 8 hours. Substitute teachers do not get a conference period. Administrators may assign a substitute to another duty during the conference period of the employee for whom they are substituting.

Cancellation of Assignments

If a substitute cannot report for an assignment, they must cancel as soon as possible. The substitute needs to call the campus at which they are signed up in order to cancel the absence, or follow the provided Absence Procedure Guidelines distributed by the Substitute Manager. Elementary campuses should start answering the phones around 7:00 am and secondary campuses around 8:00 am. If you have access, you can also cancel the assignment on Smartfind Express, but you must always call the campus as well. Please do not call the Service Center/Substitute Manager to cancel an absence unless it is an emergency situation. Please keep in mind that the Campus Administrator and/or the Human Resources Department have the right to remove the substitute from any campus if cancelling too often becomes a concern.

Substitutes, who are assigned on school days that have been cancelled due to unforeseen conditions, will not be paid.

Minimum Number of Assignments

It is recommended that all substitutes work a minimum of 1 day each semester. If the substitute does not meet this minimum, the Substitute Manager will contact the Substitute

Teacher regarding the status of their employment. At this time, both the Substitute Manager and Substitute Teacher will decide if the Substitute is to remain active on the Substitute List.

Multi-Day/Long Term Assignments

All multi-day assignments are at-will. A campus reserves the right to end any multi-day substitute assignment, including long-term assignments, at any time with or without cause if the campus determines the removal is in the District's best interest.

A substitute, serving in a long-term assignment, may be asked to assume the role and responsibilities of the regular teacher. These duties may include, but are not limited to, planning lessons, attending team meetings, entering grades, conducting parent conferences, etc.

Arrival/Departure Procedures

At each campus the substitute should report to the front office to sign in. Substitutes should make sure they are wearing their district issued badge. The substitute will follow the schedule of the teacher or paraprofessional he/she is replacing. Once a substitute has arrived on campus, the substitute must remain at the campus until the school day is finished. All exceptions must be cleared through an administrator. Before leaving the campus for the day

the substitute should report to the principal's office to see if his/her services might be needed for the next day, and to sign out.

Campus Schedules

All elementary campuses begin at 7:30 a.m. and end at 2:50 p.m.

Bastrop Intermediate and Cedar Creek Intermediate will begin at 8:30 a.m. and end at 3:50 p.m.

Bastrop Middle and Cedar Creek Middle will begin at 8:40 and will end at 3:50 p.m.

Bastrop High School and Cedar Creek High School will begin at 8:40 and will end at 4:10 pm.

Substitutes should on each campus at the following times:

- All elementary schools 7:00 a.m.
- Bastrop & Cedar Creek Intermediate School 8:00 a.m.
- Bastrop & Cedar Creek Middle School 8:00 a.m.
- Bastrop & Cedar Creek High School 8:10 a.m.
- Gateway DAEP 7:00 a.m.

As noted above, it is recommended that all substitutes arrive at least 30 minutes prior to the start of school to allow time to get situated, find your classroom and review the lesson plans left.

Responsibilities of the Substitute Teacher

General

The substitute teacher is expected to be on duty for a full or half-day and to perform the duties, both curricular and extracurricular, of the regular teacher.

Sign-in and show your substitute teacher badge in the office in the respective school.

Pick up lesson plans, keys, and duty assignment from the principal's office.

The substitute teacher should preserve the regular routine of the class and perform all duties of the regular teacher. Follow the lesson plans left by the regular teacher, unless otherwise

instructed by the principal. If you can't understand or figure out the teacher's plan, improvise, but do not move ahead in the lesson plans.

Substitutes must never leave students unattended. Students must have full time supervision at all times.

Clarify any concerns, questions, or criticisms with the building principal or assistant principal that supervises substitute teachers.

The substitute teacher should not leave the building during the day without notifying the principal. If you work an 8 hour day you are entitled to a 30- minute lunch. If substituting for a

teacher you will probably have a conference period without students. During conference periods you may be asked to do something in another classroom or in the office.

Always leave written comments about the class for the teacher.

Under no circumstances should a substitute take a book to read, talk on the cell phone or any other personal work while on duty.

The substitute teacher is responsible for pupils, equipment, and materials assigned to his/her care, as is the regular teacher for whom he/she is substituting.

Substitute teachers will not lend students money for any purpose.

Classroom Instruction

The substitute teacher should not feel that he/she is merely “baby-sitting”. Instead, make every effort to carry on the work of the regular classroom teacher.

The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher or the principal. Any written work assigned, which is beyond the lesson plans of the regular teacher, should be graded and left in the teacher’s mailbox.

If the assignment is to be for more than one day, the substitute should contact the principal concerning contacting the regular teacher, shall the need arise.

The substitute teacher should not enter grades in the grade book when he/she is substituting for one day. On long-term assignments, work should be graded and recorded in the proper place in the grade book unless otherwise directed.

If a need arises for a parent conference, it would be approved by the campus administrator to do so and held in the principal’s office.

The substitute teacher is under the supervision of the campus administrator and should comply with all instructions given by the principal.

We realize you cannot know all policies and procedures. We want and expect you to have questions.

Suggestions for Successful Classroom Management

Start the day promptly, firmly and prepared. Be pleasant and appear confident.

Get the students busy and on task at the beginning of the class.

Be consistent.

Always try to put things on the students' level. Involve the students.

Be prepared for the unexpected (whatever it may be).

With any group...Smile, Be Friendly and Enthusiastic and remain calm.

Don't lose your "cool".

Be positive.

Firmness is important. Students need to know that you can control the situation and will. Never argue with a student.

Solve problems, do not degrade the student in front of the others, but do handle situations when they occur.

Deal with the individual student, not the class, when correction is necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.

Never say anything to a student in front of a class that you would not say in the presence of his/her parents.

Don't be a screamer.

Students have plenty of buddies. Don't be a buddy; be a teacher. Do not let students call you by your first name.

Student Discipline

- The Bastrop Independent School District has a Discipline Management Plan which establishes expectations of student conduct. Please refer to the Student Code of Conduct that is on the Bastrop ISD website (www.bisdtx.org). We believe students should be expected to exhibit a high degree of self-discipline in their behavior and to contribute to an educational climate that maximizes opportunities to learn for all students.
- The substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment for the students. This can be accomplished by following the district's guidelines that are included in this handbook.
- Teacher may have a set of rules, consequences, and rewards posted in the classroom. It is the student's responsibility to follow these posted rules. If the student fails to follow these rules, the incident should be reported to the teacher. If the rules violation is severe or persistent, the student should be reported to the principal's office.
- The substitute teacher should not leave the class unattended. If the need arises call an administrator to your room by phone, intercom or send a reliable student.
- When a student's behavior is disruptive and he/she must be removed from the classroom, send the student to the principal's office with a discipline referral. If a student refuses to report to the principal's office, the substitute teacher should call the

office via the telephone (if available), the intercom system or send another student to the office to ask for assistance.

- Under no circumstances may a substitute teacher administer corporal punishment.
- Firm, fair treatment of all pupils, combined with general explanation and direction will prevent many disciplinary problems.
- A campus administrator will always be available to you to give guidance and assistance in the area of discipline.

General Information for Temporary Employees

Temporary Employment

There are times that a campus/department has a need for additional help and these individuals are referred to as temporary workers. All temporary workers must apply online and be interviewed for the desired position.

Some examples of temporary help might be: Beyond the Bell/STARS temporary workers, tutors and Stadium/PAC helpers.