



Bastrop ISD
2021–2022
Substitute and Temporary
Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please
email: Nick Spinetto nspinetto@bisdtx.org

Table of Contents

Employee Handbook Receipt	4
Introduction	5
District Information	6
Description of the District	6
District Map	6
Mission Statement, Goals, and Objectives	7
Board of Trustees	11
Board Meeting Schedule	12
Administration	12
School Calendar	13
Helpful Contacts	14
School Directory	15
Employment	17
Equal Employment Opportunity	17
Job Vacancy Announcements	17
Employment after Retirement	18
Searches and Alcohol and Drug Testing	18
Health Safety Training	19
Breaks for Expression of Breast Milk	19
Notification to Parents Regarding Qualifications	20
Outside Employment and Tutoring	20
Employee Involvement	20
Staff Development	21
Compensation and Benefits	22
Paychecks	22
Automatic Payroll Deposit	22
Payroll Deductions	22
Health, Dental, and Life Insurance	23
Workers' Compensation Insurance	23
Unemployment Compensation Insurance	24
Teacher Retirement	24
Other Benefit Programs	24
Leaves and Absences	29
Assault Leave	29
Communications & Community Relations	30
Employee Recognition and Appreciation	30
District Communications	31
Complaints and Grievances	32
Bastrop ISD Employee Handbook	1
Revised July 2021	

Employee Conduct and Welfare	34
Standards of Conduct	34
Discrimination, Harassment, and Retaliation	38
Harassment of Students	38
Reporting Suspected Child Abuse	38
Sexual Abuse and Maltreatment of Children	40
Reporting Crime	40
Technology Resources	40
Personal Use of Electronic Communications	48
Electronic Communications between Employees, Students, and Parents	49
Public Information on Private Devices	52
Criminal History Background Checks	52
Employee Arrests and Convictions	52
Alcohol and Drug-Abuse Prevention	53
Tobacco Products and E-Cigarette Use	55
Fraud and Financial Impropriety	55
Conflict of Interest	56
Gifts and Favors	57
Copyrighted Materials	57
Associations and Political Activities	57
Charitable Contributions	57
Safety	58
Possession of Firearms and Weapons	58
Visitors in the Workplace	59
Asbestos Management Plan	59
Pest Control Treatment	59
General Procedures	60
Emergency School Closing	60
Emergencies	60
Name and Address Changes	60
Personnel Records	60
Facility Use	61
Termination of Employment	62
Reports to Texas Education Agency	62
Reports Concerning Court-Ordered Withholding	62
Student Issues	64
Equal Educational Opportunities	64
Student Records	64
Parent and Student Complaints	65
Administering Medication to Students	65
Dietary Supplements	65

Psychotropic Drugs	66
Student Conduct and Discipline	66
Student Attendance	66
Bullying	66
Hazing	67
General Information for Substitutes	68
Qualifications	68
Application Process	68
Employment	69
Special Education Trained Substitutes	69
Finding and Accepting Assignments	69
Cancellation of Assignments	70
Minimum Number of Assignments	70
Multi-Day and Long-Term Assignments	70
Substitute Removal	70
Arrival and Departure Procedures	71
Campus Schedule	71
Responsibilities of the Substitute Teacher	72
General	71
Classroom Instruction	73
Suggestions for Successful Classroom Management	73
Student Discipline	74
General Information for Temporary Employees	76

Employee Handbook Acknowledgement

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

You may access the BISD Handbook on the District website under the Human Resources Department tab.

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.

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 Associate Superintendent of Administrative Services and Human Resources.

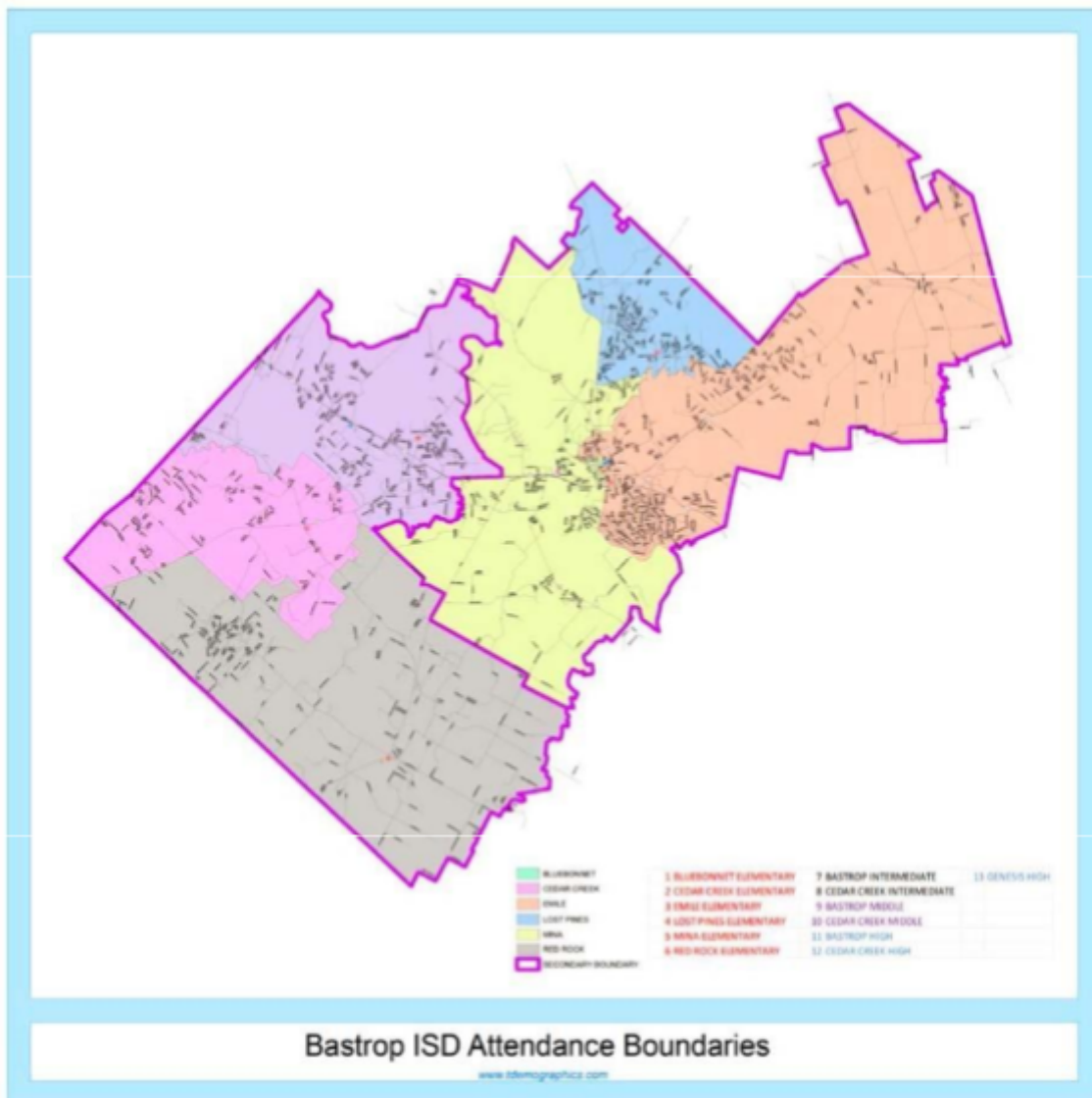
This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies 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 is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected 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
- Billy Moore, Vice President
- Kellye Seekatz, Secretary
- Chris Dillon, Trustee
- Molly McClure, Trustee
- Matthew Mix, Trustee
- Rick Rivera, 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 one-hour notice. (Texas Government Code, Section 551.045)

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 2021-2022 School Year:

Tuesday, August 17, 2021	Tuesday, February 15, 2022
Tuesday, September 21, 2021	Tuesday, March 8, 2022
Tuesday, October 19, 2021	Tuesday, April 19, 2022
Tuesday, November 16, 2021	Tuesday, May 17, 2022
Tuesday, December 14, 2021 *	Tuesday, June 21, 2022
Tuesday, January 18, 2022	Tuesday, July 19, 2022
Tuesday, February 15, 2022	

Administration

Administrator	Title	Telephone Number
Barry Edwards	Superintendent	(512) 772-7125
Dr. Adelaida Olivarez	Associate Superintendent for Academics	(512) 772-7115
Penné Liefer	Associate Superintendent for Administrative Services & Human Resources	(512) 772-7108
Dr. Kristi Lee	Associate Superintendent for Communications & Community Services	(512) 772-7106
Dina Edgar	Chief Financial Officer	(512) 772-7105
Scot Bunch	Chief of Police and Director of Safety & Security	(512) 772-7107

School Calendar



Approved 1.19.2021

2021-2022 Academic Calendar

JULY 2021						
SU	M	TU	W	TH	F	SA
				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 2021						
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29	30	31				
SEPTEMBER 2021						
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OCTOBER 2021						
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31						
NOVEMBER 2021						
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28	29	30				
DECEMBER 2021						
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26	27	28	29	30	31	

- Staff Development/Student Holiday
- Staff & Student Holiday
- State Testing
- Flex Professional Learning
- [] 6 Weeks Grade Reporting (grades 5-12)
- { } 9 Weeks Grade Reporting (grades PK-4)
- ** Bad Weather Day
- Early Release
Elementary 11:15am/Intermediate & Middle 12:15pm/High 12:25pm

JULY
19-22 Staff Development

AUGUST
9-16 Staff Development
17 First Day of School

SEPTEMBER
6 Staff & Student Holiday
7 Staff Development/
Student Holiday

OCTOBER
8 Staff Development/
Student Holiday
11 Staff & Student Holiday
20 Early Release

NOVEMBER
3 Early Release
22-23 Flex Professional Learning
22-26 Staff & Student Holiday

DECEMBER
7-10 State Testing
16 Early Release
17-31 Staff & Student Holiday

GRADUATION
CRCA - May 25, 2022
BHS - May 26, 2022
CCHS - May 27, 2022

JANUARY
3-4 Staff Development/
Student Holiday
17 Staff & Student Holiday
26 Early Release

FEBRUARY
9 Staff Development/
Student Holiday
14 Staff Development/
Student Holiday/
Bad Weather Day

MARCH
9 Staff Development/
Student Holiday
14-18 Staff & Student Holiday

APRIL
5-8 State Testing
12-14 State Testing
15 Staff & Student Holiday/
Bad Weather Day
18 Staff Development/
Student Holiday
27 Early Release

MAY
3-6 State Testing
10-13 State Testing
26 Early Release
27 Staff Development/
Student Holiday
30 Staff & Student Holiday

JUNE
21-23 State Testing

JANUARY 2022						
SU	M	TU	W	TH	F	SA
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FEBRUARY 2022						
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MARCH 2022						
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APRIL 2022						
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MAY 2022						
SU	M	TU	W	TH	F	SA
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29	30	31				
JUNE 2022						
SU	M	TU	W	TH	F	SA
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26	27	28	29	30		



bisdtx.org

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

Helpful Contacts

Heather Christie	Director of Accountability & Curriculum	(512) 772-7138
VACANT	Director of Athletics & Administrative Services	(512) 772-7152
Patricia Flores	Director of Bilingual/ESL	(512) 772-7158
Stacey Widdecombe	Director of Child Nutrition	(512) 772-7153
Amanda Brantley	Director of College, Career & Military Readiness	(512) 772-7114
Emily Bain	Director of Digital Learning & STEM CTE	(512) 772-7200
Reba King	Director of Early Literacy	(512) 772-7103
Kendra Monk	Director of Federal & State Programs and School Improvement	(512) 772-7158
Luis "Chico" Portillo	Director of Fine Arts	(512) 772-7111
Jackie Waneck	Director of Special Services and Programs	(512) 772-7835
Laura Baker	Director of Student Services	(512) 772-7147
Patricia Zimmerman	Director of Transportation	(512) 321-2636
Cassandra LaFuente	Substitute Manager for HR	(512) 772-7137

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 above.

School Directory

Bluebonnet Elementary School (PreK-4)

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

Emile Elementary School (PreK-4)

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

Mina Elementary School (PreK-4)

Emily Allen, Principal
1203 Hill Street
Bastrop, Texas 78602
512-772-7640

Bastrop Intermediate School (5-6)

Kristi Kisamore, Principal
509 Old Austin Highway
Bastrop, Texas 78602
512-772-7450

Bastrop Middle School (7-8)

Ladyanne Horne, Principal
709 Old Austin Highway
Bastrop, Texas 78602
512-772-7400

Bastrop High School (9-12)

Krystal Gabriel, Principal
1614 Chambers Street
Bastrop, Texas 78602
512-772-7400

Cedar Creek Elementary School (PreK-4)

Kelli Ruby, Principal
5582 FM 535
Cedar Creek, Texas 78612
512-772-7600

Lost Pines Elementary School (PreK-4)

Lezlie Ringstaff, Principal
151 Tiger Woods Drive
Bastrop, Texas 78602
512-772-7700

Red Rock Elementary School (PreK-4)

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

Cedar Creek Intermediate (5-6)

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

Cedar Creek Middle School (7-8)

Daniel Brown, Principal
125 Voss Pkwy
Cedar Creek, TX 78612
512-772-7425

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)

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

Colorado River Collegiate Academy (9-12)

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

Gateway School (6-12)

Zach Allison, Principal
1019 Lovers Lane
Bastrop, Texas 78602
512-772-7820

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Bastrop ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), 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.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Diana Greene, Human Resources Coordinator, 906 Farm Street, dgreene@bisdtx.org, 512-772-7100. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Deborah Ribble, 504 Coordinator, 1507 Pine Street, dribble@bisdtx.org, 512-772-7835.

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.

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).

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 the re-verification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non Investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, 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 Associate Superintendent of Administrative Services and Human Resources.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the campus athletic secretary by August 13, 2021.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

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.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources Department, 512-772-7100.

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

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 Vector Solutions, 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 within 15 days of hire.

The training modules include, but are not limited to:

Active Shooter	Human Trafficking
Blood Borne Pathogens	Seizure Recognition
Bullying	Suicide Prevention
Child Abuse and Maltreatment	Student Drug and Alcohol Abuse
DIA Local: **Discrimination, Harassment, & Retaliation	Student Mental Health: **Awareness, Intervention, & Referral
Title IX	Food Allergies
Substitute and Temporary Employee Handbook	BISD Base Technology

Compensation and Benefits

Paychecks

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

The schedule of pay dates for the 2021-2022 school year follows:

07/15/21	10/15/21	01/28/22	04/28/22
07/28/21	10/28/21	02/15/22	05/13/22
08/13/21	11/15/21	02/25/22	05/27/22
08/30/21	11/29/21	03/11/22	06/15/22
09/15/21	12/15/21	03/30/22	06/29/22
09/29/21	12/16/21	04/14/22	

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 and approved by the Board of Trustees. Salary deductions are automatically made for unauthorized or unpaid leave.

Health Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Benefits and Leaves 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 the Texas Association of School Boards, 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 the Benefits and Leaves 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 47, 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 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).

Other Benefit Programs

Insurance Deferred Compensation

Any District provisions regarding insurance programs and/or deferred compensation programs are found in policies CRD (LOCAL) and CRG (LOCAL), respectively.

Universal Availability of 403(b) Tax Sheltered TSA Plan

A 403(b) plan, also known as a tax-sheltered annuity (TSA) plan, is a retirement plan for employees of public schools. School districts must provide payroll deductions for any 403(b) plan that an employee wants as long as that product is approved by the Texas Teacher

Retirement System (TRS) and agrees to follow District requirements. Bastrop ISD does not endorse any one company.

There are certain requirements that must be met in order to sell annuities in Bastrop ISD. TRS must first approve the company and the company must register with TSA Consulting Group, the company that manages the deductions for Bastrop ISD.

Since savings and retirement plans are personal, the district is not involved with endorsing any one plan. If you want additional information, please read IRS Publication 571 and IRS Publication 4406 at www.irs.gov or call 800-829-3676. The products approved by TRS can be found at <http://www.trs.state.tx.us>. Click on the Quicklink "403(b) Certification and Product Registration" on the right hand side.

Additional Information:

Availability of Plan – Our plan offers "Universal Availability" – which means any employee of Bastrop ISD can participate in our 403(b) Plan.

403(b) Annuity Program

In accordance with BISD Policy GKDA (Legal), the District does not endorse the solicitation of any tax deferred or other benefit plan on any campus/department.

It's never too early or too late to start investing towards your retirement!

Bastrop Independent School District offers employees the opportunity to participate in a "before tax" retirement savings plan.

The Bastrop Independent School District has chosen to have the 403(b) Plan administered through the Region 10 Retirement Asset Management Services (RAMS)* program.

The Region 10 RAMS 403(b) Administration Services are offered to public school districts and other education agencies in Texas.

BISD's Administrator is TCG Administrators. TCG is the third party administrator contracted through Region 10 to provide this service. Contact TCG Resources Partners at 1-800-943-9179 or www.region10rams.org/contact

HOW TO GET STARTED

Vendors who (a) are on the approved list of 403(b) vendors' products published by the Texas Teacher Retirement System (TRS) and (b) agree to follow BISD'S 403(b) plan rules and meet the administrative requirements necessary to keep the plan in compliance with federal and state laws will be available in the plan.

All 403(b) agreements are done online at <http://www.region10rams.org/contact>

Choose both a vendor and a product when you set up a payroll deduction.

Use the website to view your account balance with participating vendors in the plan.

You are required to request distributions and loans through <http://www.region10rams.org/>.

TCG is completely independent of the investments and vendors offered in the plan and TCG will not sell 403(b) products to employees.

BISD Approved Vendor List for 403 (b) Providers

Bastrop ISD Approved Vendors List
GWN Securities** Contact GWN by phone to enroll with a representative
Modern Woodmen of America Contact Modern Woodmen by phone to enroll with a representative
RiverSource Investments, LLC (Ameriprise) Contact Riversource by phone to find a representative in your area to enroll with
The Legend Group** Contact The Legend Group by phone to enroll with an advisor
American United Life Ins. Co. (only for plans established prior to 2007) No longer accepting new enrollments
Athene (formerly Aviva, and only for participants contributing prior to 1/1/2008) No longer accepting new enrollments
FAM Funds (only for participants contributing prior to 5/22/2014) No longer accepting new enrollments
General American (only for participants contributing prior to 6/1/2002) No longer accepting new enrollments
Great American Financial Resources (only for participants contributing prior to 1/1/2008)** No longer accepting new enrollments
Jefferson National Life Ins. Co. (only for participants contributing prior to 2016) No longer accepting new enrollments
Mass Mutual, through its subsidiary, C.M. Life Insurance Co. (only available for participants contributing before 6/1/2002) No longer accepting new enrollments
T Rowe Price* (only for participants contributing prior to 9/1/2017) No longer accepting new enrollments
Transamerica Life Insurance Company (only for plans established prior to 2007) No longer accepting new enrollments
FinPath 403(b) Plan This step is not needed
403b ASP (ASPire Financial Services)**
American Century Investments**
Federated Funds**(new accounts available through ASPire Financial)
Franklin Templeton
Horace Mann Investors (includes the Retirement Advantage Product)**
Investment Provider Xchange (available through FPS)
Lincoln Investment Planning**

New York Life
USAA Investment Mgmt Company
Americo†
First Investors Funds distributed by Foresters Financial**
Fidelity Security Life
GLP & Associates**
Horace Mann Life Insurance**
Midland National Life Insurance Company
North American Co. for Life and Health Insurance
RBFCU**
Industrial Alliance Pacific (acquired by Security Benefit)
Thrivent Financial for Lutherans
Equitable (formerly AXA Equitable Life Insurance Company)**
AIG Retirement Services (formerly VALIC)**
Annuity Investors Life Insurance (only for participants contributing prior to 8/1/2020)**
Brighthouse Life Insurance Company
C M Life (subsidiary of Mass Mutual)
CLS Investments, LLC**
Columbia Management Investment Distributors, Inc. (accounts available through Ameriprise)
Commonwealth Annuity
ISC Group
Invesco Distributors, Inc (previously OppenheimerFunds Distributor, Inc.)**
Lincoln Financial Group**†
Metropolitan Life Insurance Company**†
National Life Group**
Orion Portfolio Solutions (formerly FTJ Fundchoice)**
PFS Investments (Primerica)**
Pentegra Retirement Services
PlanMember Services**
Putnam Investments
Security Benefit**
Sentinel Funds (only for participants contributing prior to 1/1/2008)
Symetra**
USAA Life Insurance Company
VOYA Financial (formerly ING Life)**
VOYA ReliaStar (formerly ING ReliaStar)**
Vanguard**
Waddell & Reed (Roth option no longer offered after 1/1/2010)
Western National Life Insurance Company (only for participants contributing prior to 9/1/2017)
* T. Rowe Price no longer accepts new employer groups as of 8/1/2012
** Roth contributions are accepted by these vendors
† If applicable in your employer's Plan

All contributions are deducted from your paycheck before income taxes are withheld. For the tax year in which you contribute, your income may fall in a lower tax bracket, resulting in lower taxes paid to the IRS. Contributions grow tax-free and any earnings are also tax deferred until they are withdrawn. You will usually be in a lower tax bracket at retirement when you can begin distribution.

- You can contribute up to the 2021 yearly maximum of \$19,500.
- There are other contributions available under special circumstances.
- Catch-Up > 50 Provision allows you to contribute an additional \$6,500 if you are over the age of 50.

Hardship Withdrawals and Loans –

Effective 6/16/2009 the District's plan, as approved by the Board of Directors, allows hardship withdrawals or loans.

Please contact the TCG Administrators, 1-800-943-9179, for questions regarding the enrollment of a 403(b) plan through Bastrop ISD.

Leave and Absences

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

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

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 Human Resources Department and the Benefits and Leave Manager.

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.

Communications & Community Relations

After School & Summer Enrichment Opportunities

BISD offers three primary after school opportunities for students enrolled in BISD.

- **ACE:** The ACE program is one of the largest statewide afterschool programs in the country. The overarching goal of the program is to foster each student's academic success by improving attendance, behavior, and academics, which lead to grade-level promotion. ACE is offered at all BISD elementary, intermediate, and middle schools and is provided at no cost for qualifying students.
- **Beyond the Bell:** BTB provides a safe place after school for students in grades 9-12 to complete homework, receive tutoring and test preparation. BTB is provided at all BISD high school campuses. BTB is provided at no cost for all students.
- **STARS:** Our STARS program is licensed by the Texas Department of Family and Protective Services and is staffed year-round by Bastrop ISD employees. It is available at all six elementary campuses during the school year and at select locations in the summer. STARS staff provide homework assistance, recreation, fitness, as well as engaging enrichment activities. STARS is a fee-based program. Summer programming is also available.

Please contact the Community Relations office at 512-772-7180 for more information.

Child Development Centers (CDC). BISD operates three child development centers, all of which are licensed through the Texas Department of Health & Human Services. Our child care centers are also award-winning, four-star rated Texas Rising Star facilities. The CDC program is available to the children of Bastrop ISD employees. Depending upon available space, it is also available to the District's partners in transportation, child nutrition, and operations.

CDC locations include Bluebonnet Elementary, Cedar Creek Elementary, and Emile Elementary. Contact the Community Relations office at 512-772-7180 for more information.

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees all of whom contribute to the success in numerous ways. Employees are recognized at board meetings, in district publications distributed in print and digital arenas, on social media, and through special events and activities.

- **Teacher of the Year:** The district participates in the recognition program sponsored by the Texas Association of School Administrators to select one elementary and one secondary teacher of the year. The teachers chosen by the district go on to participate in the regional, state and/or national teacher of the year competition.
- **Paraprofessional of the Year:** In conjunction with the Teacher of the Year Program, the district conducts a Paraprofessional of the Year Program to recognize a support person whose contribution to district goals and objectives is significant.
- **Rock Star Rookie of the Year:** The district accepts nominations each year to honor an outstanding teacher with three or fewer years of experience.

At several times each school year, the district accepts nominations from staff for the BISD Hero Award and the BISD Strong awards. These are available for all employees, as well as students.

- **BISD Hero Award:** This award recognizes any staff member or student who embodies what it means to be a supportive teammate, to make sacrifices for the benefit of others, to serve as an outstanding role model, and to stand up for people and be a champion for projects.
- **BISD STRONG Award:** This award recognizes any staff member or student who has demonstrated resilience, perseverance, and strength of character in the face of challenging personal or professional circumstances.
- **Ambassador Program:** Staff are selected from all campuses to serve as ambassadors for BISD throughout the district and to our community.

District Communications

Throughout the school year, BISD Communications publishes newsletters, brochures, flyers, 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:

- **Staff Newsletter** – Biweekly digital newsletter called the BISD Insider is sent to all staff highlighting news and information from through the district relevant to staff.
- **Family Newsletter** – Monthly digital newsletter called BISD Family Connects is sent to all families and all staff. This newsletter presents important announcements, news, dates, and other promotion of the positive things happening in our district relevant to parents and students.
- **Board Brief** – Monthly one-pager about school board actions and news; sent to staff and families and available to the public

- In The Spotlight – Quarterly publication highlighting alumni or the accomplishments of a specific group or program in the district
- Annual Report/Calendar – Annual publication mailed to all BISD households and staff members

The district also uses digital means to communicate with employees including:

- Website - public facing district website and school websites
- Webex – district messaging and group messaging between employees and teams of employees
- Social media channels - Facebook, Twitter, Instagram, YouTube, and LinkedIn

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 timelines 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 timelines shall be strictly enforced. Extensions shall be permitted only by the 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 no later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 86, 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 the realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

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

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

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

Employees shall not tolerate harassment of others and shall make reports as required and outlined under REPORTING PROCEDURES, in this policy. A link to Board Policy DIA(LOCAL) and DIA(REGULATION), can be found on the Bastrop ISD website (www.bisdtx.org).

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any

district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 69, and *Bullying*, page 60, for additional information.

A link to Board Policy DHB(LEGAL), FFH(LOCAL) and FFH(REGULATION), can be found on the Bastrop ISD website (www.bisdtx.org).

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 the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

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

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

employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at [Board legal policy FFG](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property,

are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

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

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 non-school User
- Agreement for Electronic Instructional Materials or Technological Equipment

BASTROP INDEPENDENT SCHOOL DISTRICT
EMPLOYEE GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

These guidelines are provided here so that employees are aware of the responsibilities they accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations are as follows:
 - a. Use of computers, other technical hardware, computer networks, and software is only allowed when granted permission by the employee's supervisor.
 - b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus, as well as on the District's Web site.
 - c. Although the District has an Internet safety plan in place, employees are expected to notify their supervisor or the director of technology whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
 - d. Employees who identify or know about a security problem are expected to convey the details to their supervisor or the director of technology without discussing it with others.
 - e. Employees are responsible for securing technology devices when not in use and for returning them in good working condition.
 - f. Employees, upon leaving employment, or upon request from the Superintendent, must return any District-owned equipment or resources in his/her possession.
 - g. 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 violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
[See DH]
2. Unacceptable conduct includes, but is not limited to, the following:
 - a. Using the network for illegal activities, including copyright or contract violations, or downloading inappropriate materials, viruses, and/or software, or hacking and host file-sharing software.
 - b. Using the network for financial or commercial gain, advertising, proselytizing, or political lobbying.
 - c. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.

- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Wasting finite resources, i.e., downloading movies or music for non-educational purposes.
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing personal information, including but not limited to, the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card or allowing another user access to your account, password, or ID.
- k. Coaching, helping, observing, or joining any unauthorized activity on the network.
- l. Posting anonymous messages or unlawful information on the system.
- m. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, slanderous.
- n. Falsifying permission, authorization of identification documents.
- o. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
- p. Knowingly placing a computer virus on a computer or network.
- q. Using personal devices on the District's network, with the exception of approved BYOD devices. [See Part 3: d. Bring Your Own Device]
- r. Inappropriately communicating with a student or minor through electronic communication, including but not limited to a cell phone, text messaging, electronic mail, instant messaging, blogging, or other social network communication. [See DH(EXHIBIT)]

3. Acceptable use guidelines are as follows:

a. General Guidelines:

- i. All employees will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- ii. Employees are responsible for their ethical and educational use of the computer online services in the District.

- iii. All policies and restrictions of the District's computer online services must be followed.
- iv. Access to the District's computer online services is a privilege and not a right. Each employee will be required to sign and adhere to the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
- v. The use of any District computer online services in the District must be in support of education and research and in support of the educational goals and objectives of the District.
- vi. When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.
- vii. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to student or other confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- viii. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual campus administrator or technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with Board policy.

b. Network Etiquette:

- i. Be polite.
- ii. Use appropriate language.
- iii. Do not reveal personal data (home address, phone number, and phone numbers of other people).
- iv. Remember that the other users of the District's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
- v. Users should be polite when forwarding e-mail. The intent of forwarding e-mail should be on a need-to-know basis.

c. E-Mail:

- i. E-mail should be primarily used for educational or administrative purposes.
- ii. E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by employees or any other user will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- iii. All e-mail and all e-mail contents are property of the District.

d. Bring Your Own Device:

- i. Employees may bring their own device as part of our Bring Your Own Device (BYOD) program.
- ii. Employees may use a personal device in place of (or along with) their district assigned devices if they choose. If the BYOD device is damaged or stolen while on BISD property, the user will not hold BISD liable for the replacement or repair of the device. The user will also be responsible for any data and/or SMS/MMS (texting) charges. BISD will not reimburse users for charges incurred while on BYOD devices. Additionally, BISD will not provide technical support for BYOD devices.
- iii. Employees may join the BISD guest wireless service with their BYOD device upon agreeing to install a policy key. This will ensure your device meets all security and filtering requirements.

4. Consequences:

- a. The employee, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use.
- b. Noncompliance with the guidelines published here, in the Student Code of Conduct, and in Board policy CQ(LOCAL) may result in suspension or termination of technology privileges and disciplinary actions. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.
- c. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications using District equipment and network access is governed by the Texas Open Records Act, therefore, when legally requested, proper authorities will be given access to their contents.

BASTROP INDEPENDENT SCHOOL DISTRICT

AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM BY A NONSCHOOL USER

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District's policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.

You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

1. INAPPROPRIATE USES

- a. Using the system for any illegal purpose.
- b. Disabling or attempting to disable any Internet filtering device.
- c. Encrypting communications to avoid security review.
- d. Borrowing someone's account without permission.
- e. Downloading or using copyrighted information without permission from the copyright holder.
- f. Intentionally introducing a virus to the computer system.
- g. Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- h. Wasting school resources through improper use of the computer system.
- i. Gaining unauthorized access to restricted information or resources.

2. CONSEQUENCES FOR INAPPROPRIATE USE

- a. Suspension of access to the system;
- b. Revocation of the computer system account; or
- c. Other legal action, in accordance with applicable laws.

AGREEMENT FOR ELECTRONIC INSTRUCTIONAL MATERIALS
OR TECHNOLOGICAL EQUIPMENT

In consideration for the District permitting me to use electronic instructional materials or technological equipment for personal business off school property or outside a school-sponsored event, I assume full financial responsibility for usage of such items to pay for any repairs and/or replace the Equipment if it is damaged, stolen, misplaced, or for any other reason not returned. I agree that Bastrop ISD may deduct money from my pay, not to exceed the Replacement Value, to cover the cost of repairing or replacing the Equipment that I may damage (other than normal wear and tear), lose, fail to return or take without appropriate authorization during my employment. All use will be in accordance with applicable District policies, administrative regulations, and this agreement form. [See policies CQ and DH and provisions on the use of electronic media in the employee handbook.]

If the equipment is lost or stolen, the Superintendent or designee may reduce or eliminate my liability for loss or theft if (i) a police report is filed immediately and (ii) the Superintendent or designee does not find that the loss or theft resulted from my own wrongful or negligent acts or omissions. Such determinations shall be made on a case-by-case basis. I understand that the equipment should not be left unattended.

I also understand that the District recommends that I obtain appropriate insurance for the equipment to cover loss, damage, or destruction. [See DG(LEGAL)]

This document acknowledges my possession of the following Equipment and assumption of financial responsibility for the Equipment usage off school property or outside of a school-sponsored event. I acknowledge that Bastrop ISD has not required that I enter into this agreement as a condition of my employment with Bastrop ISD. I further acknowledge that Bastrop ISD may request the return of the Equipment at any time, and I will be required to return the Equipment within one business day after Bastrop ISD has made such a request.

The term "Equipment" as used in this Agreement shall mean the technology equipment described below:

Description	Make	Model	Model #	Service Tag and /or Serial #

***I understand that this user agreement must be renewed each school year.**

Personal Use of Electronic Communications

Policy CQ, DH

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

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

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

- The employee may not set up or update the employee’s personal social network page(s) using the district’s computers, network, or equipment.
- The employee shall limit the use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district’s logo or other copyrighted material of the district without express written consent.

- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off-campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or

participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgment by the parent that:

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

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

- *Electronic communications* mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not *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 *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 employees who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who

communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district email address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to classwork, 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 DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.

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

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- A verbal or written directive
- Remote access to district-owned devices and services

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 attempts 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 **Texas Family Code.**

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 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 the prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

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

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.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on Election Day must communicate with their immediate supervisor prior to the absence.

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 in the Multi-Hazard Plan, pages 8 – 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 850-464-7095.

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 Bastrop ISD Chief of Police at 850-464-7095 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

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will communicate in multiple ways including posting a notice on the district's website, notifying families directly by email/text/phone, and appropriate social media channels. In addition, we will notify local radio and television stations.

Emergencies

Policies CKC, CKD

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

Name and Address Changes

It is important that employment records be kept up to date. Employees must 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 email address 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
- Emergency contact information
- Information that reveals whether they have family members

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 may 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. Director of Operations is responsible for scheduling the use of facilities after school hours. Contact the Director of Operations to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- 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 or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "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).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

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

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

Questions or concerns about discrimination against students based on sex, including sexual harassment, should be directed to the campus administration at the campus the student currently attends. Questions or concerns about discrimination on the basis of a disability should be directed to the 504 Coordinator for students:

Deborah Ribble
504 Coordinator
1507 Pine Street
Bastrop TX 78602
dribble@bisdtx.org
512-772-7835

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 cyberbullying, 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 the 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 the Human Resource Coordinator's approval.

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 electronically;

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 training, 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 substitute's 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 SmartFind Express; 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 canceling too often becomes a concern. Substitutes, who are assigned on school days that have been canceled 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, the Substitute Manager 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.

Substitute Removal

Administrators have the right to exclude a substitute teacher from their campus. In the event an exclusion request is received, the substitute teacher will be notified in person or via email if the

circumstances require this. Depending on the nature of the complaint, the substitute may be allowed to substitute at another campus. However, if the Human Resource Department receives a 2nd exclusion request from another campus, the substitute may be removed from the substitute roster and will not be allowed to substitute for the district.

Please note, any one single exclusion depending on the nature of the reason could be deemed grounds for termination.

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 be 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 assignments 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, first ask a fellow teacher for assistance, 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 “babysitting”. 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. Smile, 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.
- Teachers 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.