



**Bastrop ISD**

**2024–2025**

**Substitute & Temporary Employee  
Handbook**

If you have difficulty accessing the information in this document because of a disability, please  
email [hr@bisdtx.org](mailto:hr@bisdtx.org)

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# 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 the Human Resources (HR) at [hr@bisdtx.org](mailto:hr@bisdtx.org) or by calling (512) 772-7100.

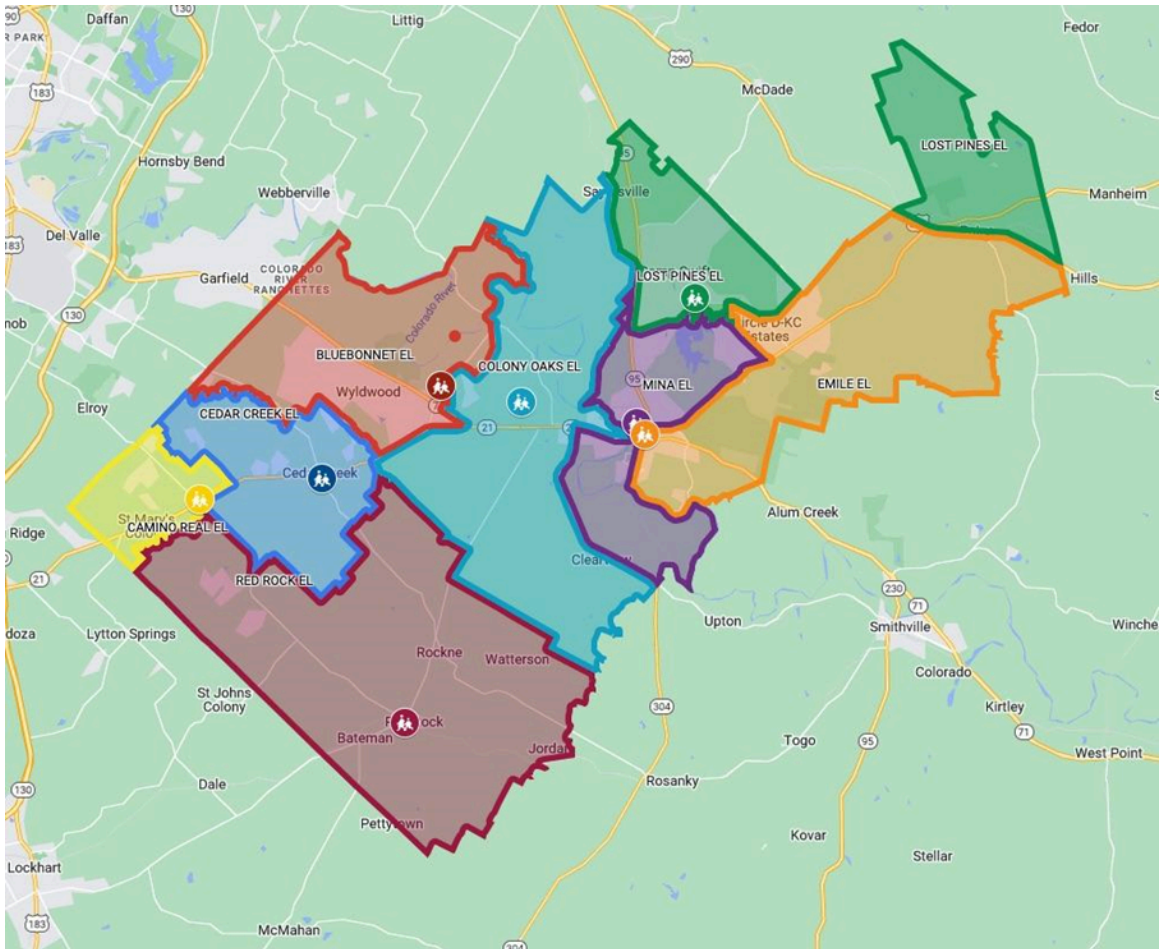
This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies 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 by clicking this link [Bastrop ISD Board Policy](#).

# 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

The mission of the Bastrop Independent School District is to develop and educate every student so they can make a positive impact on their families, the workforce, and the greater community.

### Vision

Our vision is that every student graduates prepared for life’s challenges and ready for tomorrow's opportunities.

### Motto

Their future is our focus.

### Core Values

- ★ School is a place of belonging, dignity, and mutual respect.
- ★ Learning experiences that encourage students to be creators and producers will prepare them to reach their full potential.
- ★ Emotional intelligence and practical work skills are as important as academic knowledge.
- ★ Analyzing information and thinking critically should be part of the daily life of students and staff.
- ★ Strong relationships between families, educators, businesses, and non-profit agencies will ensure our students and our community thrive.

### Strategic Priorities

<b>Student Success and Well-Being</b>	<b>Teaching and Learning Practices</b>	<b>Organization Culture</b>	<b>Collaborative Partnership</b>
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### Student Success and Well-Being

- ★ BISSD will address the social, emotional, and behavioral needs of all students through high-quality Multi-Tiered Systems of Support (MTSS).
- ★ BISSD will identify work/life skills most important for students to know and create a framework for implementing them.



- ★ BISSD will develop systems and structures that value student ownership of their academic and behavioral success.

### **Teaching and Learning Practices**

- ★ BISSD will develop and implement comprehensive teaching and learning practices to advance the academic achievement of every student.
- ★ BISSD will promote a collaborative and adaptable learning environment that gives students opportunities to excel and take risks with their learning.
- ★ BISSD will enhance professional learning with opportunities for teachers to visit/observe model classrooms that successfully blend the teaching of academic content, practical work skills, and critical thinking.

### **Organizational Culture**

- ★ BISSD will provide a welcoming environment that embraces mutual respect and care and prioritizes healthy relationships with students, families, and colleagues.
- ★ BISSD will strengthen disciplinary practices and safety protocols to ensure safe, respectful, and responsible schools.
- ★ BISSD will enhance its onboarding experience to prepare every new employee for success in BISSD.

### **Collaborative Partnerships**

- ★ BISSD will expand family/community engagement and parent education activities to support and accelerate student outcomes.
- ★ BISSD will create multiple pathways for students to acquire communication and interpersonal skills through positive interaction and networking within the business community.
- ★ BISSD will strengthen external partnerships to help students attain industry certifications, work experience, and/or sponsorship opportunities.

### **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 BISSD 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 BISD 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 at large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current Board members include

- Ashley Mutschink, President
- Chris Dillon, Vice-President
- Kellye Seekatz, Secretary
- Billy Moore, Trustee
- Matthew Mix, Trustee
- Priscilla Ruiz, Trustee
- Carol A. Armstrong, 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 sessions 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 2023-2024 School Year:

Tuesday, Aug 20, 2024	Tuesday, Sep 17, 2024
Tuesday, Oct 15, 2024	Tuesday, Nov 19, 2024
Tuesday, Dec 17, 2024	Tuesday, Jan 21, 2025
Tuesday, Feb 18, 2025	Tuesday, Mar 11, 2025
Tuesday, Apr 15, 2025	Tuesday, May 13, 2025
Tuesday, June 17, 2025	Tuesday, July 15, 2025

### *Administration*

<b>Administrator</b>	<b>Title</b>	<b>Telephone Number</b>
Barry Edwards	Superintendent	(512) 772-7125
Dr. Kristi Lee	Deputy Superintendent	(512) 772-7106
Jennifer Eberly	Chief Academic Officer	(512) 772-7138
Dina Edgar	Chief Financial Officer	(512) 772-7105
Scot Bunch	Chief of Police and Director of Safety & Security	(512) 772-7107

# School Calendar

## 2024-2025 ACADEMIC CALENDAR



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

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

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

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

- STAFF DEVELOPMENT/STUDENT HOLIDAY
- STATE TESTING
- SUMMER SCHOOL
- ◆ BAD WEATHER DAY
- ★ FLEX PROFESSIONAL LEARNING
- 6 WEEKS GRADING PERIOD
- 9 WEEKS GRADING PERIOD
- EARLY RELEASE (PK-5 11:30 AM / 6-12 12:40 PM)

## Helpful Contacts

Rachel Roepke	Director of Accountability and Compliance	(512) 772-7138
DeanAllen	Director of Athletics	(512) 772-7152
Patricia Flores	Director of Multilingual Programs	(512) 772-7158
Stewart Murray	Director of Child Nutrition	(512) 772-7153
Dr. Amanda Brantley	Director of College, Career & Military Readiness	(512) 772-7149
Dr. Joselyn McDonald	Director of Digital Learning & STEM CTE	(512) 772-7158
TBD	Director of Teaching and Learning	(512) 772-7103
Kendra Monk	Director of Leadership Development and School Improvement	(512) 772-7117
Jerry Gee Cordova	Director of Fine Arts	(512) 772-7147
Bill Hansen	Director of Operations	(512) 772-7245
Christopher Tawater	Director of PEIMS & Data Quality	(512) 772-7167
Derek Eberly	Director of Special Services and Programs	(512) 772-7844
Diana Greene	Director of Human Resources	(512) 772-7141
Dr. Janel Morris	Director of Student Services	(512) 772-7141
J.W. Barrett	Director of Transportation	(512) 321-5706

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

## School Directory

### **Bluebonnet Elementary School (PreK-5)**

Laura Faircloth, Principal  
416 FM 1209  
Bastrop, Texas 78602  
512-772-7680

### **Cedar Creek Elementary School (PreK-5)**

Dr. Tammy Hernandez, Principal  
5582 FM 535  
Cedar Creek, Texas 78612  
512-772-7600

### **Emile Elementary School (PreK-5)**

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

### **Mina Elementary School (PreK-5)**

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

### **Bastrop Intermediate School (6)**

Michelle Nicholas, Principal  
509 Old Austin Highway  
Bastrop, Texas 78602

### **Bastrop Middle School (7-8)**

Tiffany Peirson, Principal  
709 Old Austin Highway  
Bastrop, Texas 78602  
512-772-7400

### **Camino Real Elementary School (PreK-5)**

Dr. Augustina Lozano, Principal  
2380 FM 812  
Dale, Texas 78616  
512-772-7720

### **Colony Oaks Elementary School (PreK-5)**

Kristi Kisamore, Principal  
601 Sam Houston Drive  
Bastrop, Texas 78602  
512-772-7740

### **Lost Pines Elementary School (PreK-5)**

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

### **Red Rock Elementary School (PreK-5)**

Katie Fehlker, Principal  
2401 FM 20  
Red Rock, Texas 78662  
512-772-7660

### **Cedar Creek Intermediate (6)**

Heather Christie, Principal  
151 Voss Parkway  
Cedar Creek, Texas 78612

### **Cedar Creek Middle School (7-8)**

Riza Cooper, Principal  
125 Voss Pkwy  
Cedar Creek, TX 78612  
512-772-7425



**Bastrop High School (9-12)**

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

**Cedar Creek High School (9-12)**

Kasie Stagman, 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: Dr. Janel Morris, Director of Student Services, 906 Farm Street, [jmorris@bisdtx.org](mailto:jmorris@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: Stephanie Davis, Benefits and Wellness Coordinator, 906 Farm Street, [stdavis@bisdtx.org](mailto:stdavis@bisdtx.org), 512-772-7100.

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 (<https://www.trs.texas.gov>).

## Contract and Noncontract Employment

### Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed two school years per the flexibility outlined in the board approved District of Innovation Plan.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non instructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

**Temporary Workers.** Temporary workers require fingerprinting and background checks prior to working with the district. All district staff who contract with temporary workers to perform extra duties, tutoring, auxiliary services, etc. must have the temporary worker complete a standard application with the school district. The temporary worker cannot begin work until they have completed the hiring processes through the Human Resources department.

**Guidelines for Paying District Employees for Additional Duties or Contracted Workers (Notice of Assignments)**

If the person is currently an employee and will be performing duties outside of their district contract:

1. Sponsor will complete a Notice of Assignment (NOA) form well in advance of start of work (make sure that the NOA lists duties, dates to be worked, and agreed pay). Give completed NOA to campus bookkeeper for Principal approval. For Fine Arts, forward to the Fine Arts Director for their approval.
2. The NOA should be sent to the Chief Financial Officer (CFO) at the Service Center for Finance approval. The approved NOA will be returned to the campus bookkeeper for processing.
3. Once the approved NOA is received, have the employee complete an electronic timesheet by clocking in and out for their work.
4. Return original NOA, with all signatures, to the CFO.

If the person is not currently an employee but will be working alone with students.

1. Purchase Orders are preferred to pay individuals through Accounts Payable if they are not an employee and will not work alone with students.
2. In the event a Purchase Order is insufficient, the sponsor will complete a Notice of Assignment (NOA) well in advance of start of work (make sure that the NOA lists duties, dates to be worked, and agreed pay). Give completed NOA to campus bookkeeper for Principal approval. For Fine Arts, forward to the Fine Arts Director for their approval.
3. Send completed NOA to the Employee Specialist in Human Resources to determine whether a background check is needed or if using Raptor will suffice.
  1. If it is determined that the person should be set up as a temp worker and paid through Payroll, then Human Resources will request a background check and ask the individual to complete new employee paperwork.

1. Once the background check and Human Resources paperwork are complete, and the NOA has been approved, only then can the individual work. They will need to complete timesheets in order to be paid.
2. If it is determined that the person will work only one event and can be paid through Accounts Payable – once the NOA is approved, enter a PO and attach a copy of their NOA when sending to Accounts Payable for payment. Only after the NOA has been approved can work begin.
3. Return NOA, with all signatures, to the CFO. The Finance Department will return the approved NOA to the campus.

Note: Athletic officials are not considered employees, therefore they will be paid through Accounts Payable for tournaments and a third-party vendor (Arbiter Pay) for all regular athletic events.

Include the following when completing a Notice of Assignment:

1. Name of person working
2. Description of work to be done
3. Campus and Group (Band, Cheer, etc.)
4. Amount to be paid – total or hourly rate (any mileage reimbursement should be included in amount)
5. Dates to be worked
6. Signature lines for the following:
  1. Person doing the work
  2. Sponsor / Coach / Band Director, etc.
  3. Principal
  4. Fine Arts Director (if applicable)
  5. Chief Financial Officer
  6. Information on worker:
    1. Name
    2. Address
    3. Social Security Number

## **Certification and Licenses**

### **Policies DBA, DF**

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Employee Services Specialist in the Human Resources Department when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

### **Policy DC**

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

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

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

### **Policy CQ, DHE**

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 alcohol and drug 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 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 Diana Greene by (same date as all PD trainings are due).

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

## Reassignments and Transfers

### Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (LOCAL).

An employee with the required qualifications for a position may request a transfer to another campus or department by applying for a job posting on the district's TalentEd system. It is the employee's responsibility to inform their supervisor of their desire to apply and transfer to another campus or department within the district. Professional courtesy dictates that it is the responsibility of the interviewing principal to notify the home principal of their intent to interview and possibly hire an existing employee.

A teacher applying for a transfer to another campus before the school year begins must apply for the job opening by the deadline set by Human Resources. Requests for a transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found.

## Workload and Work Schedules

### Policies DEAB, DK, DL

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on



an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 31 for additional information.

## **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.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Diana Greene, Director of Human Resources at 512-772-7100.

## **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Diana Greene, Director of Human Resources at 512-772-7100 to begin the interactive process.

## **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.

## **Performance Evaluation**

### **Policy DN series**

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **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 Office.

## Staff Development

### Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Each year ALL staff members must complete professional development modules required by State/Federal laws and funding requirements. To facilitate completion of these requirements, the district has migrated the training documents to 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 by August 31, 2023 or within 30 days of hire for mid-year hires.

The District will notify personnel of staff development opportunities throughout the school year for instructional staff.

### **The Vector Solutions training modules include, but are not limited to:**

Blood Borne Pathogens	FERPA
Bullying: Student on Student	FFG(LOCAL)
Child Abuse	Health Emergencies: Overview
Confidentiality Statement	Human Trafficking
Cybersecurity	Seizure Training
DIA(LOCAL)	Title IX
Discrimination, Harassment, & Retaliation	Youth Suicide Awareness
Employee On Employee Sexual Harassment	

# Compensation and Benefits

## Salaries, Wages, and Stipends

### Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district’s pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 31.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district’s extra-duty pay schedule.

Employees should contact the Human Resources Department for more information about their compensation. Employees should contact their Payroll Specialist in the Business & Finance Department regarding the district’s pay schedules or their semi-monthly paychecks.

### Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization.

The schedule of pay dates for the 2023-2024 school year follows:

07/15/2024	10/15/2024	01/15/2025	04/15/2025
07/31/2024	10/31/2024	01/31/2025	04/30/2025
08/15/2024	11/15/2024	02/14/2025	05/15/2025
08/30/2024	11/22/2024	02/28/2025	05/30/2025
09/13/2024	12/13/2024	03/14/2025	06/12/2025
09/30/2024	12/19/2024	03/31/2025	06/30/2025

## **Automatic Payroll Deposit**

Employees can have their paychecks electronically deposited into one designated account. It takes one payroll cycle to activate this service. Contact the Business & Finance 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 court ordered wage garnishments, 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 other organizations approved by the Board of Trustees. Salary deductions are automatically made for unauthorized or unpaid leave.

When an employee has exhausted all of their available paid leave and continues to be out on unpaid leave their pay will be reduced or completely stopped until they return to work. The unpaid leave days are taken according to the pay schedule. Pay reduction due to the use of unpaid leave will not be spread out across pay periods.

In extended leave situations when an employee has exhausted all of their available paid leave, their pay will only continue up to the amount they have earned. Once the earned pay amount has been reached, the employee's pay will be stopped until the employee returns to work. During this time the employee will be responsible for paying their benefit premiums, including

the district contribution for health insurance, directly to Bastrop ISD. The Leave and Benefits Specialist will contact the employee for the required payments.

**Overpayments.** Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

### **Wage Deduction Authorization Agreement**

I understand and agree that my employer, Bastrop Independent School District (the District), may deduct money from my pay from time to time for reasons that fall into the following categories:

1. My share of the premiums for supplemental benefits for which I have voluntarily enrolled such as: group medical, life insurance, dental plan, disability plan, or any other supplemental benefit product;
2. Contributions that I am required to pay into a retirement or pension plan (Teacher Retirement System);
3. Reimbursements to the District such as (as applicable): non-business use of the District's charge account or credit card; sales and occupancy taxes that were charged to the District in error; or other non-authorized or non-allowable expenditure of District funds;
4. Overpayment of wages for any reason, repayment to the District of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the District and I agree in writing to a series of smaller deductions in specified amounts);
5. The cost of repairing or replacing any District supplies, materials, equipment, money, District issued uniforms, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the District during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount);
6. Administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
7. The actual value of district-advanced leaves that I have taken in excess of what has been accrued or earned up to the separation date; and
8. Any other deductions that I have elected in writing and submitted to the payroll department.

By electronically signing this Employee Handbook, I agree that the District may deduct money from my pay under the above circumstances, or if any of the above situations occur.

## **Health, Dental, and Life 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 the Employee Benefits Guide that can be found on the district website under the benefits section. Employees should contact the Benefits and Wellness Coordinator at (512) 772-7100 for more information.

## **Supplemental Insurance Benefits**

### **Policy CRD**

At their own expense, employees may enroll in supplemental insurance programs for life, disability, vision, dental, cancer, hospital indemnity, intensive care, accidental, and sickness insurance. Employees can make changes to their insurance coverage during the designated open enrollment period. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits and Wellness Coordinator at (512) 772-7100 for more information.

## **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **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 Wellness Coordinator. 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.

## **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 and have contacted TRS to start the process, should

notify the BISD District Accountant at 512-772-7239 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](http://www.trs.texas.gov)). See page 32 for information

on restrictions of employment of retirees in Texas public schools.



## **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.

### **Tuition-Free Attendance**

Children of nonresident full-time employees may attend District schools' tuition-free. Contact the Department of Student Services for more information and the appropriate paperwork.

### **Universal Availability of 403(b) Tax Sheltered TSA Plan**

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. Our plan offers "Universal Availability" – which means any employee of Bastrop ISD can participate in our 403(b) 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 approved 403(b) plan that an employee participates in through TCG Administrators. Bastrop ISD does not endorse any one company.

### **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.*

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](http://www.region10rams.org/contact)

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

# Leaves and Absences

## Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Benefits and Wellness Coordinator for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave is available for the employee's use at the beginning of the work year. If an employee leaves the district prior to the end of the school/work year, the cost of any unearned leave days taken shall be deducted from the employee's final check.

## 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 Benefit and Wellness Coordinator.

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

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

- Staff Newsletter – Biweekly digital newsletter called the ***Insider*** is sent to all staff highlighting news and information from throughout the district relevant to staff.
- Family Newsletter – Biweekly digital newsletter called ***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.
- Annual Report – Annual publication highlighting BISD programs, statistics, demographics, staff, school board, and administration.
- Calendar – Annual publication available to all BISD households showcasing important dates and events, as well as district programs.

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

- Website - district and school websites
- Mobile App - available for download from the App Store or Google Play
- Webex – district messaging and group messaging between employees and teams of employees

- Social media channels - Facebook, Twitter, Instagram, YouTube, and LinkedIn
  - Blackboard - email, phone and text messages
  - School Status – email, phone and text messages (primarily used by teachers to parents)
  - Peachjar - electronic fliers via email
- 
- District Email - the majority of internal communications will go to employees district email
  - Finalsite Mass Communications - email, phone and text messages

## Community Relations

### After School & Summer Enrichment Opportunities

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

- **Beyond the Bell:** BTB provides a safe place after school for students in grades 9-12 to complete homework, receive tutoring, and get help with TSI and other state test preparation. BTB is provided at all BISD high school campuses at no cost for parents or 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 eight 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 for children aged 4-13. High impact tutoring is offered for student in need. 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 award-winning, four-star rated Texas Rising Star facilities. The CDC program is available to the children and grandchildren of Bastrop ISD employees, as well as to the children of teen parents. Depending upon space,

program also may be available to the District’s partners in transportation, child nutrition, or to members of the public.

CDC locations include Bluebonnet Elementary, Cedar Creek Elementary, and Emile Elementary. Contact the Community Relations office at 512-772-7180 for more information about cost, enrollment, or other programming questions.

## **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees, all of whom contribute to the success of Bastrop ISD 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 Rock Star Rookie award seeks to recognize exceptional educators who are in their first three years of teaching. The District accepts nominations each year to honor two outstanding teachers (one elementary and one secondary) with three or fewer years of experience.
- **Service Pins, Plaques and Other Awards:** The District and all campuses acknowledge employees who have reached milestones with BISD at 5-year increments (e.g., 5 year pin, 10 year pin, etc.). The purpose of the service awards is to honor employee loyalty and long-term contribution to BISD.
- **Retirement:** The District hosts an annual Retirement Reception at the end of each school year to honor those employees who have retired in that school year. Retirees are awarded a rocking chair with a custom brass nameplate honoring their years of service to BISD.

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.

## 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 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/DGBA](http://www.bisdtx.org/DGBA)).

## 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 up to and including termination.
- 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, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 87 for additional information.

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

**Texas Educators' Code of Ethics**

**Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good

moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

#### **Enforceable Standards**

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

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

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

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

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

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or 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.

## **Dress and Grooming**

### **Employee Dress Code Guidelines**

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

#### **Appropriate Dress**

- Suits, dresses, blouses, dress slacks, dress capris, cardigans, polo shirts, button up shirts, and dress shirts.
- Jeans may be worn on Fridays with a spirit shirt. They may not contain rips or holes on them. On special event days such as testing, Homecoming, Field Day, etc., the principal may approve additional jeans days.
- Leggings are acceptable, but the blouse or dress top must be an appropriate length.
- Skirts and dresses must be appropriate length.
- Blouses or dress tops must cover the midriff.
- Hair must be neat and clean.
- Loafers, boots, tennis shoes, and dress sandals are appropriate.
- Facial hair is allowed, but must be trimmed.
- Tattoos that are visible must be appropriate for the school environment.
- Jewelry should be in good taste.

#### **Unacceptable Dress:**

- Jeans with holes, tears or slits are not considered appropriate.
- Clothing should not be revealing, provocative or excessively tight.
- Undergarments must not be visible.
- Extreme hair colors and styles are not allowed.
- Gauges are unacceptable and must be covered.
- Clothing, accessories, and hair color and styles should not be distracting to students

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees.

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

### **Policies DH, DIA**

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

employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

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/DIA](http://www.bisdtx.org/DIA)).

## **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 has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 46, and *Bullying*, page 91, 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/FFH](http://www.bisdtx.org/FFH)).

The definition of solicitation of a romantic relationship in DHB (LEGAL) is included below:

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

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence of a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:

- a. The nature of the communications;
- b. The timing of the communications;
- c. The extent of the communications;
- d. Whether the communications were made openly or secretly;
- e. The extent that the educator attempts to conceal the communications;
- f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
- g. Any other evidence tending to show the context of the communications between

educator and student.

2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

## **Reporting Suspected Child Abuse**

### **Policies DG, FFG, GRA**

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report 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 reasonable 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 [bisdtx.org/FFG](http://bisdtx.org/FFG), 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 has reasonable cause to believe 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.

## **Scope and Sequence**

### **Policy DG**

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **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 located on Staff Resources - Administrative Regulations, which every employee needs to be familiar with:

- Employee 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 library 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) Accessing personal email accounts on district devices
- r) Using personal devices on the District's network, with the exception of approved BYOT devices. [See Part 3: d. Bring Your Own Device]
- s) 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 email. The intent of forwarding email should be on a need-to-know basis.

c. Artificial intelligence (AI):

i. User Responsibilities:

1. Staff members are expected to use AI technologies in a professional, respectful, and ethical manner, upholding the highest standards of integrity and professionalism.
2. Staff members must comply with all applicable laws, regulations, and district policies governing the use of AI, including those related to data privacy, intellectual property, and acceptable use of technology.
3. Staff members are responsible for modeling appropriate behavior and providing guidance to students on the responsible use of AI technologies.

ii. Data Privacy and Security:

1. Staff members must respect the privacy and confidentiality of student and employee data collected, processed, or stored by AI systems and ensure that such information is used only for authorized purposes
2. Staff members should take appropriate measures to secure AI systems and data repositories against unauthorized access, disclosure, or misuse.

iii. Fairness and Bias Mitigation:

1. Staff members should be vigilant about potential biases and limitations in AI algorithms and decision-making processes and take proactive steps to mitigate bias and promote fairness in AI applications.

iv. Prohibited Activities:

1. The following activities are strictly prohibited when using AI technologies:
  - a. Cheating, plagiarism, or any form of academic dishonesty.

- b. Harassment, cyberbullying, or any other form of online misconduct.
- c. Unauthorized access, modification, or destruction of AI systems or data.
- d. Violation of copyright laws or intellectual property rights.
- e. Any other illegal, unethical, or inappropriate behavior as determined by school authorities.
- v. Monitoring and Oversight:
  - 1. The school district reserves the right to monitor and evaluate the use of AI technologies by staff members to ensure compliance with this AUP.
  - 2. Staff members should be aware that their activities and interactions within AI systems may be subject to monitoring, logging, and analysis by school administrators or designated personnel.
- vi. Training and Awareness:
  - 1. Staff members are encouraged to seek support, guidance, or clarification from district technology specialists or administrators regarding the appropriate use of AI technologies.
- vii. Reporting Mechanisms:
  - 1. Staff members should report any violations of this AUP or concerns regarding the use of AI technologies to the appropriate district authorities or designated reporting channels.
  - 2. Reports of misconduct will be investigated promptly, and appropriate disciplinary actions or interventions will be taken as necessary.

d. 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 safety and/or appropriate use.

iii. All email and all email contents are property of the District.

e. 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 staff BYOD network with their BYOD device upon agreeing to install a policy certificate. This will ensure your device meets all security and filtering requirements.

04. 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. Content 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 email 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)]I also acknowledge my possession of any Equipment assigned to me in the district's asset management system and 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 assigned to me in the district's asset management system.

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

## **Electronic Communications between Employees, Students, and Parents**

### **Policy DH**

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

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

- The employee has provided the parent with a copy of this protocol;

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

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

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

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

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

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

- The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district email address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
  - The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
  - The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. 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. The use of school accounts is recommended to ensure the requirements of Texas Government Code §552.004 for the preservation of emails and text as public information is met.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Public Information on Private Devices**

### **Policy DH, GB**

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:

- 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, DHB, DHC**

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

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

Moral turpitude includes the following:

- Dishonesty; Fraud; Deceit; Theft; Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;



- Acts involving public intoxication, use of controlled substances, or operating a motor vehicle under the influence of alcohol or a controlled substance; or
- 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.

**Certified Employees.** The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

**Uncertified Employees.** Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

## **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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

## **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. Here is a link to Bastrop ISD Board Policy DBD (LOCAL) . This policy addresses conflict of interest.

## **Gifts and Favors**

### **Policy DBD**

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks,

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

## **Copyrighted Materials**

### **Policy CY**

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

## **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 and Security**

### **Policy CK series**

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 82 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.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

Each location should have written safety and security protocols and ensure they are distributed to all staff.

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.

### **Door Policy**

Using protocols and practices from the Texas School Safety Center, Texas Education Agency, and through legislation, Bastrop ISD is committed to the safety and security of our students, staff, and visitors. To ensure the safest environment possible, everyone **MUST** be committed to the following safety protocols and remember that if they see something that looks suspicious, they should report it immediately. The following **SHALL** be followed at all times:

- All exterior doors at BISD campuses **SHALL** be closed, locked, and secured at all times. Exterior doors **SHALL NOT** be propped open or left unlocked.
- All classroom, gym, auditorium, and field house doors **SHALL** be closed and locked while students are occupying the rooms.
- No device will be placed on any door that would interfere with its normal closing and locking.
- Door windows may not be covered except during a **LOCKDOWN**.
- Doors that need to be opened for any period of time **MUST** be physically monitored by a staff member.
- All office doors, equipment/storage closets, electrical rooms, etc. **SHALL** be locked at all times.
- Any door or door lock that becomes inoperable must be immediately reported to BISD Director of Operations and the BISD Coordinator of Safety & Security, and a work order must be submitted to maintenance.

## **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.

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 Scot Bunch at 850-464-7095 or Colin Shadwell at 737-881-9046 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 from the Director of Operations. 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. The Athletic Specialist at 512-7727100 is responsible for scheduling the use of facilities after school hours. Contact Jennifer Schneider to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

### Policy DFE, DHB

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. **A written notice of resignation should be submitted to the Human Resources Department through TalentEd Records.** Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's **resignation within seven business days** following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 87. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

### **Noncontract Employees.**

Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Human Resources Department through TalentEd Records at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

### **Rehire Guidelines**

A former employee must have left in good standing to be eligible for rehire. A former employee whose employment was involuntarily terminated or who resigned in lieu of termination is ineligible for re-employment with Bastrop ISD.

Employees who do not leave in good standing will not be considered for rehire.

Chapter 21 contract employees that abandon their contract will not be considered for rehire.

Non-chapter 21 employees that do not provide at least two weeks' notice of their resignation will not be considered for rehire. Two weeks' notice is defined as 10 working days per the employee's school district calendar.

Former employees may be rehired if their previous conduct and job performance were satisfactory and who are eligible for rehire to a vacant position within BISD. Individuals may be re-employed if they have voluntarily resigned in good standing and provided at least two weeks' notice. Two weeks' notice is defined as 10 working days per the employee's school district calendar. If hired, a former employee will be treated as a new employee for purposes of orientation, training and benefits.

Rehire eligibility for former employees with extenuating circumstances that are not aligned with the aforementioned guidelines will be reviewed on a case-by-case basis by the Director of Human Resources.

## **Dismissal or Nonrenewal of Contract Employees**

### **Policies DF Series, DHB**

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 87. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are available online.

## **Dismissal of Noncontract Employees**

### **Policies DCD, DP**

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 53.)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days

of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

## **Discharge of Convicted Employees**

### **Policy DF**

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction, the requirement to discharge does not apply.

## **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 district Title IX coordinator for students (see below for information). Questions or concerns about discrimination on the basis of a disability should be directed to the district ADA/Section 504 coordinator for students (see below for information). All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Title IX Coordinator for Students  
Dr. Janel Morris, Director of Student Services  
(512) 772-7500  
906 Farm St.  
Bastrop, TX 78602

ADA/Section 504 Coordinator for Staff (per Board Policy DIA(EXHIBIT))  
Stephanie Davis, Benefits and Wellness Coordinator  
stdavis@bisdtx.org  
(512) 772-7852  
906 Farm St.  
Bastrop, TX 78602

Superintendent  
Barry Edwards, Superintendent  
bedwards@bisdtx.org  
(512) 772-7125  
906 Farm St.  
Bastrop, TX 78602

## **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. Identify authorized employees and describe the procedures that must be followed when prescription and nonprescription medications are administered (e.g., recordkeeping, storage of medicine, etc.). 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 absences. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

### **Policy FFI**

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal or campus administrator. The district's policy FFI (LOCAL) includes definitions and procedures for reporting and investigating bullying of students can be found at this [link](#).

## **Hazing**

### **Policy FNCC**

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

## **General Information for Substitute Teachers**

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

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

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

There are times when paraprofessionals are also absent for the same reasons as stated above. On some occasions, substitutes for paraprofessionals are also necessary. PARAPROFESSIONAL SUBSTITUTES play an important role in assisting teachers and/or administrators, The District extends its deepest gratitude to everyone who has chosen to become a substitute. Your contribution is enormous, and is very much appreciated.

## **Qualifications**

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

## **Application Process**

Individuals desiring employment as a substitute in the Bastrop Independent School District are required to complete an online substitute application with the Department

of Human Resources. The application must be complete and include work experience and at least 2 references.

## **Employment**

All applicants selected must complete the following requirements:

- Attend an interview session;
- Selected applicants, based on district need, will be invited to attend a Substitute Orientation session;
- Complete required fingerprinting as required by Senate Bill 9;
- Fill out and return required new hire paperwork; New substitutes will be placed on the payroll only after they've completed all required steps above.

## **Special Education Trained Substitutes**

Each semester a small group of current substitutes will be selected to attend a district provided special education training. Substitutes are selected based on recommendations from both the Special Services Department and Campus Principals. This training will include SAMA and specialized classroom management information. Once the individuals have completed the district provided trainings, they will be paid an additional \$5 per day. At the end of the semester we will review the assignments for these individuals to ensure they are spending at least half of their substitute days in special education classes. If at least half of the substitutes time is not spent in special education classes the SAMA pay will be removed.

## **Finding and Accepting Assignments (Smartfind Express)**

Substitutes find and accept assignments by logging onto Smartfind Express via the web [bastrop.eschoolsolutions.com](http://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 cancelling too often becomes a concern. Substitutes, who are assigned on school days that have been cancelled due to unforeseen conditions, will not be paid.

## **Minimum Number of Assignments**

It is recommended that all substitutes work a minimum of 1 day each semester. If the substitute does not meet this minimum, the Substitute Manager will contact the Substitute Teacher regarding the status of their employment. At this time, both the Substitute Manager and the Substitute Teacher will decide if the Substitute is to remain active on the Substitute List.

## **Multi-Day/Long Term Assignments**

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

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

conferences, etc.

## **Arrival/Departure Procedures**

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

## **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, then 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, crochet or knit, or do 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.

Substitute teachers can not sell food, candy, or any items to students during instructional time or on campus.

## **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.



Remind students of their expectations.

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](http://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.