

2023-2024 | EXECUTING GREATNESS

*Waller*  
Independent School District

# ***Substitute Handbook***

Revised 7.11.2023

# ***Mission Statement***

## Waller Independent School District

The Waller Independent School District believes that all students can be successful learners and graduate with skills that will allow them to compete in the twenty-first century workplace. It is therefore the intent of the district to serve all students regardless of their ability, environment, or national origin. Students will be provided opportunities to develop intellectually, physically, and socially through a quality system of teaching and learning. Through these opportunities, students will become responsible and productive members of a constantly changing society and world.

## **Introduction**

The purpose of this Substitute Handbook is to provide you with the information needed to ensure continuity in the instructional program when our staff is absent from their classrooms. This Handbook aims to answer questions you may have and assist you with information you need to have a successful experience as a Substitute. A Substitute is required to follow the instructions of a teacher and ensure the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to maintain a positive working relationship between the staff and Substitute. Substitute assignments may change based on the needs of the individual school. A Substitute may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during the regular teacher's planning period. When the Substitute arrives for an assignment, the school's needs may have changed (i.e., the Substitute accepted a math job, but the school needs them to cover an English class). Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment. Please note Substituting is an on-call employment relationship. Waller Independent School District is under no obligation to provide employment nor is it obligated to provide continued employment. The Human Resources Department and campus principals have the right to exclude Substitutes from future jobs or remove Substitutes from long-term assignments in the best interest of the staff and students.

All Substitutes are required to familiarize themselves with this handbook. The Substitute Handbook is neither a contract nor a substitute for official District Policy nor the District Employee Handbook. It is not intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide and a brief explanation of District Policies and Procedures related to employment as a Substitute. References made to District Policies in this Substitute Handbook consist of summaries or partial excerpts from the complete policy text. The official policy adopted by the Board of Trustees remains an authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in this handbook. We trust your substitute experiences will be professionally fulfilling to you and educationally profitable to our students.

A printed policy manual may be reviewed in the Central Administration office located at 2214 Waller Street during normal working hours and online at the district website located at [www.wallerisd.net](http://www.wallerisd.net).

If you have difficulty accessing the information in this handbook because of a disability, please contact the Human Resources Department at (936) 931-3685.

# DISTRICT INFORMATION

## **Description of the District**

The Waller Independent School District is the second largest school district in total square miles in the Houston area, encompassing 328 square miles in Waller and northwest Harris Counties. It is located on Hwy 290, approximately 40 miles west of downtown Houston, in a semi-rural/agricultural region that is currently undergoing rapid residential and commercial development. Waller ISD has eight campuses serving over 9,000 students.

## **Mission Statement – Policy AE**

The Waller Independent School District exists because of the students. We believe that ALL students have the potential to learn. Waller Independent School District believes that all students will be successful learners and graduate with skills that will allow them to compete in the 21st century workplace. It is therefore the intent of the District to serve all students regardless of their ability, environment, or national origin. Students will be provided opportunities to develop intellectually, physically, and socially through a quality system of teaching and learning. Through these opportunities, students will become responsible and productive members of a constantly changing society and world.

## **District Goals and Objectives – Policy AE**

All schools and staff in Waller ISD are committed to positive, supportive interactions with students to ensure that all are successful learners. The following 10 goals support the strategic priorities of the district:

**Goal 1:** WISD will provide a well-rounded program of instruction to ensure academic performance and achievement levels that reflect excellence in learning and attainment of both high expectations and high standards for all students.

**Goal 2:** WISD will continue to develop and support systems, programs, instructional standards, professionals, paraprofessionals, and volunteers to enhance students' knowledge, skills, and performance in every adopted curriculum area.

**Goal 3:** WISD will provide a safe, secure, and respectful learning environment for students and staff.

**Goal 4:** WISD will continue to retain, recruit, and acknowledge effective student-centered, highly qualified employees.

**Goal 5:** WISD will provide a supportive, professional teaching environment that encourages teaching excellence.

**Goal 6:** WISD will continue state and national leadership in the use of technology in all phases of the educational process.

**Goal 7:** WISD will continue to prioritize two-way communication between Waller ISD and all patrons through all sources available and encourage relationships of trust and mutual support.

**Goal 8:** WISD will provide the necessary financial resources for the support of the instructional program through prudent management and fiscal responsibility.

**Goal 9:** WISD will provide co-curricular and extracurricular opportunities and programs for students as a means of preparing them for the future.

**Goal 10:** WISD will continue to emphasize the educational advantages for students, staff, and community in a diverse environment.

**Board of Trustees – Policy BA/BB/BD/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 law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Trustees are elected the first Saturday in May and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current members include:

<u>President</u> William Warren			
<u>Vice-President</u> Maria Herrera		<u>Secretary</u> Jeff Flukinger	
<u>Member</u> Ronald Campbell	<u>Member</u> David Kaminski	<u>Member</u> Bryan Lowe	<u>Member</u> Vacant

The Board usually meets the 2<sup>nd</sup> Thursday of each month at the Waller ISD Administration Building Board Room, 2214 Waller St. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the District Administration Building at 2214 Waller Street at least 72 hours before the scheduled meeting time. The Board Agenda date and times will also be posted on the Waller ISD District website. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. Under the following 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, personnel issues including conferences with

employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

## Administration

Position	Name	Email
Superintendent	Kevin Moran	kmoran@wallerisd.net
Chief Academic Officer	Kelly Baehren	kbaehren@wallerisd.net
Chief of Schools - Elementary	Angie Davis	adavis@wallerisd.net
Chief of Schools - Secondary	Bennie Mayes	bmayes@wallerisd.net
Chief Human Resources Officer	Angie Campbell Pulido	acampbellpulido@wallerisd.net
Chief Financial Officer	Audrey Ambridge	aambridge@wallerisd.net
Chief Communications Officer	Sarah Marcus	smarcus@wallerisd.net
Executive Director of Auxiliary Services	Molly Warzon	mwarzon@wallerisd.net
Executive Director of School Safety	Jamie Woodall	jwoodall@wallerisd.net
Director of Bands	Grant McWilliams	mmcwilliams@wallerisd.net
Director of Bilingual Education	Jorge Alvarado	jalvarado@wallerisd.net
Director of Business Services	Laura Padron	lpadron@wallerisd.net
Director of Curriculum & Accountability	Toni Misak	tmisak@wallerisd.net
Director of Human Resources	Stephanie Fletcher	sfletcher@wallerisd.net
Director of Maintenance & Energy Management	Ryan Wotipka	rwotipka@wallerisd.net
Director of Special Education	Kirsten Omelan	komelan@wallerisd.net
Director of State & Federal Programs	Amy Carranza	acarranza@wallerisd.net
Director of Technology	Shane Bayles	sbayles@wallerisd.net
Director of Transportation	Robyn Spell	rspell@wallerisd.net
School Improvement Officer	Megan White	jwhite1@wallerisd.net
Principal - Waller High School	Chris Oldham	coldham@wallerisd.net
Principal - Waller Junior High	Binal Patel	bpatel@wallerisd.net
Principal - Schultz Junior High	Hannah Gates	hgates@wallerisd.net
Principal – H.T. Jones Elementary	Ashley Kinney	akinney@wallerisd.net
Principal - Roberts Road Elementary	Justin Pluckhahn	jpluckhahn@wallerisd.net
Principal – I.T. Holleman Elementary	Michelle Sciba	mrsriba@wallerisd.net
Principal - Fields Store Elementary	Melissa Crosby	mcrosby@wallerisd.net
Principal - E. Turlington Elementary	Kristen Eckerman	keckerman@wallerisd.net

## **Campus Directory**

### **Elementary Schools (Grades PK-5)**

***Jones Elementary***

35753 Owens Road  
Prairie View, TX 77446  
936.372.4200  
Fax: 936.931.0346

***Roberts Road Elementary***

24920 Zube Road  
Hockley, TX 77447  
936.931.0300  
Fax: 936.372.4020

***Holleman Elementary***

19455 Stokes Rd  
Waller, TX 77484  
936.372.9196  
Fax: 936.372.4023

***Fields Store Elementary***

31670 Giboney  
Waller, TX 77484  
936.931.4050  
Fax: 936.372.4014

***E. Turlington Elementary***

23400 Hegar Road  
Hockley, TX 77447  
936.372.0100  
Fax: 936.372.0163

### **Junior High Schools (Grades 6-8)**

***Schultz Junior High***

20950 Fields Store Rd  
Waller, TX 77484  
936.931.9103  
Fax: 936.372.0156

***Waller Junior High***

2402 Waller Street  
Waller, TX 77484  
936.931.1353  
Fax: 936.372.4026

### **High School (Grades 9-12)**

***Waller High School***

31213 Waller Spring  
Creek  
Waller, Texas 77484  
936.372.3654  
Fax 936.310.6164

## **District Emergency Procedures**

The procedures for making the decision to close schools due to weather or other emergencies is a collaborative and ongoing process amongst school district administrators, emergency management officials, and weather experts. During events that may impact safe roadway travel or the safety of the school day, conditions are monitored around the clock. Delayed opening and/or early dismissal is possible contingent on conditions.

In the event of any change to normal schedules due to weather conditions or other emergencies, Waller ISD will utilize all parent and employee communication systems including, but not limited to the school district website ([www.wallerisd.net](http://www.wallerisd.net)), [official social media accounts](#), and the district's Blackboard Mass Notifications system (email and telephone messaging for staff). Announcements will also be sent to local radio and television stations.

Employees are automatically subscribed to the Blackboard Mass Notification system for phone and email notifications.



## **Communication Tools**

**Blackboard Mass Notifications System**

**District Website** — [www.wallerisd.net](http://www.wallerisd.net)

**Social Media** – Follow us on Facebook and Twitter

[@WallerISD](#) School District News & Announcements —

[Waller ISD News](#)

**Teacher Retirement System of Texas (TRS)** — [www.trs.texas.gov](http://www.trs.texas.gov)

**State Board Educator Certification (SBEC)** — [www.sbec.state.tx.us](http://www.sbec.state.tx.us)

# **Employment**

## **Equal Employment Opportunity – Policies DAA, DIA**

In its efforts to promote nondiscrimination and as required by law, Waller ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex (including pregnancy), 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 based on each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate based on sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination 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.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact the Chief of Secondary Schools (the Title IX Coordinator for the district, Bennie Mayes, at 2214 Waller Street, Waller, TX 77484, 936-931-3685. Employees with questions or concerns about discrimination based on a disability should contact the Section 504 Coordinator, Shawna Kelley, at 2214 Waller Street, Waller, TX 77484, 936-931-3685. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## Waller ISD Substitute Work Hours

All Elementary Schools                      8:00 a.m. - 4:30 p.m.

Junior High Schools                      7:30 a.m. - 4:00 p.m.

Waller High School                      6:45 a.m. - 3:15 p.m.

- These times may vary based upon the specific substitute assignment on a campus. Please confirm the start/end times with the campus secretary.
- Be prompt in order to start your duties at the scheduled time and plan to remain on campus in the event your assignment includes after school duties. If you anticipate that you will be late, you must call the school office so they can plan accordingly.

---

### ***General Reminders from Secretaries & Principals***

- Make sure you are aware of the physical location of a campus prior to the day of the assignment.
- Cell phones should only be used in emergencies.
- Substitutes are encouraged to be at their assignment at least 15 minutes before the actual start time.
- Please remember you represent Waller ISD. Any information learned about a student is to remain confidential unless you need to report this information directly to the Principal.
- During your conference period, please do not leave campus. If there is an emergency, check in with the campus secretary prior to leaving the campus.

### ***Expectations for WISD***

All policies that apply to full-time teachers and instructional aides are also applicable to substitutes. Waller ISD Board Policy may be accessed on the district website ([www.wallerisd.net](http://www.wallerisd.net)).

**Upon arrival at the campus:**

- Arrive 15 minutes prior to the start of school
- Make sure your substitute badge is clearly visible
- Sign in and out in the front office at the beginning and end of the day
- Meet the neighboring teachers
- Receive applicable emergency and non-emergency procedures/routes for (weather, fire drills, film, assembly, field trip, etc.).

**In the classroom:**

- Read lesson plans and prepare assignments
- Print your name on the board
- Greet students at the door as they enter the room
- Introduce yourself to each group of students
- Remain professional, friendly and enthusiastic!

**During the day:**

- Start class confidently and on time
- Take attendance and send to Attendance Office
  - Students are tardy after the scheduled beginning of class- these students should have a pass from the office.
- Do your best to follow the lesson plans left by the teacher
- Follow posted procedures (If there are established routines, make no changes.)
- To ensure students are on task, use proximity and circulate the room to monitor their work. Do not remain at the teacher's desk.
- Encourage student attention and participation.
- Provide students with specific feedback about their progress in a respectful manner.
- Follow the classroom or campus discipline plan.
  - If you experience escalating discipline issues that you cannot resolve (such as fighting, harming others, or insubordination), complete a discipline form and send the student to the front office or request assistance from the campus administration.
- Consult nearby teachers or the front office if you have questions or need help.
- Direct students to clean up and be ready to transition when class ends.
- Leave all notes, feedback for the teacher, and student work on the teacher's desk or designated location.

**Communication with Students**

- Do not exchange personal contact information with students or have any contact with students by phone, text or social media.
- Do not take any photographs or video footage of students, staff or campus property.
- Do not engage in discussions with students on topics which are of an inappropriate or highly controversial nature or are irrelevant to the lesson.
- Avoid yelling or directing profanity, unprofessional language, hurtful sarcasm or criticism, or a disrespectful tone toward students.

## **Dress and Grooming for Employees – Policy DH (LOCAL)**

“An employee’s dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.”

Waller Independent School District recognizes that educators are professionals who strive to be held in high esteem and seek to earn the respect of members of the learning community. Professional dress ensures a learning environment that is conducive to establishing high expectations in the pursuit of educational goals.

### Guidelines:

1. All district employees are role models and should dress accordingly to reflect good judgment and the high standards of the community. Apparel or grooming that has, or may have, an adverse impact on the educational process is not permitted.
2. The dress and grooming of district employees shall be professional, clean, neat, and appropriate for the job assignments.
3. Inappropriate attire is any item that causes a distraction to employees / students or creates an unsafe environment.
4. Consideration shall be given to staff member’s content area assignment, grade level assignment, or special program assignment.
5. Personal dress or grooming should be safe in regard to working around machinery and equipment.
6. Professional dress for men includes dress slacks and collared shirts with appropriate shoes and socks.
7. Professional dress for women includes dresses, professional slacks / capris, or skirts with appropriate blouse / top and shoes.
8. Campus Principals / Department Supervisors have the option to schedule professionally casual spirit days or special event days.
9. All employees shall be required to wear an approved district identification badge in a manner easily visible to others.
10. The Principals or Supervisors, in collaboration with their staff members, may set additional guidelines to meet the needs of the specific campus or building. Each employee needs to check with his / her Supervisor for specific dress / grooming codes.
11. If specific concerns regarding an employee’s dress, grooming, or appearance should arise, the employee’s Supervisor will determine the appropriateness of the item in question.
12. The Superintendent has final approval on all dress and grooming of employees.

### VIOLATIONS

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. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

## ***Tips***

Please DON'T...

- leave the classroom unattended... EVER!
- let the students "push your buttons"
- be scared or intimidated
- send students to the office unless it's an emergency
- send students into the hall without a pass
- release students to their next class, lunch, etc. early
- allow food, drinks, gum, or candy in the classroom
- allow confrontations between students
- argue with a student. You are the adult and must remain in control
- use profanity, talk down to students, or threaten them
- allow a student to do something you won't allow the entire class to do
- embarrass a child intentionally. Avoid sarcasm
- try to become "buddies" with students. Remember you are the adult
- allow students to address you by your first name
- allow students to sit with nothing to do, even if you have no lesson plan. Try to keep a general lesson plan in mind to use or ask a nearby teacher for suggestions in a circumstance like this
- sit at the teacher's desk all period. Walk around and actively monitor the students
- listen to gossip, participate in gossip, or allow students to gossip
- use a computer that belongs to the school without appropriate permission

# Helpful Classroom Suggestions

- I sub K-3 and have discovered a portable classroom management plan. I take a flower pot to school with me. I make homemade flowers out of construction paper and tape them to a straw (stem). Throughout the day I will be looking for children who are obeying the class rules and are on task — catch them being good. When I spot a child doing good, I'll put his/her name on a flower and place the flower in the flower pot. We count the flowers at the end of the day. The children with flowers in the pot get to reach into a prize bag. They get one prize for each flower they have collected.
- Be careful about rewarding children with candy or any kind of food. Children may be diabetic or allergic. A student who cannot have straight sugar, caffeine, or red food dye, etc. may not tell you. Stickers, talk time, computer time, and extra recess time are all worth earning.
- When the class gets out of control (i.e. noise pollution) I call for a “quiet time.” For the younger children this means lights out, heads down and five minutes without talking, reminding that the more time wasted doing this the less time there will be for activities and free time. For the older kids, they get out a piece of clean paper, put their name on it and have to follow directions that ARE NOT repeated. I have everyone start in the middle of the page and begin calling out directions, such as: “From the center of your paper, draw a straight line to the top left corner and stop. From the top left corner draw a line along the top of the paper to the center of the page and stop” — and so on. Eventually it gets quiet enough that I give two more directions then ask everyone to hold up their papers. The results are amazing! We talk about the outcomes then go back into our lesson.
- The first thing I do when I enter a classroom is search out a seating chart. If there isn't one, I take a piece of paper and draw one. I go to each desk and ask the student for his or her name and I write it down on the chart. At a glance, I can see who is doing what. If a student is particularly rowdy, I call the student by name. The student is always shocked that I know his/her name! This also remedies the problem of students switching seats, giving a false name, etc. If they believe that I know who is who, they seldom try to play this game.
- SPARKLE — This is great for practicing spelling words. The class stands in a circle. I give a word (let's say, smile) and pick a person to start. This person says the first letter of the word (“S” in our example); the next person in the circle says “M”, the next says “I”, the next says “L”, the next says “E”, and the next says “Sparkle” and sits down (He or she is out.). Then I give the next person a word and he or she starts spelling it as described above. This goes on until there is only one person left — that person is the winner. (Important note: If a person says the wrong thing, he or she must sit down and the next must start where the spelling left off. So, the student is out if he or she says the wrong letter or has to say “Sparkle.”)

- Give the students a topic. Have them write about it and illustrate it. Then have them share with the rest of the class. Write T.A.G. on the board and explain that T = tell something you like, A = ask a question, and G = give a compliment. The student that is sharing gets to pick the student who will TAG. I have tried this at different levels 1-8<sup>th</sup> grade, and it has worked very well. In addition, students are practicing many valuable skills.
- I have found a lifesaver for when I sub in grades 3-6. I have a box full of fun brain teasers and challenges (worksheets) that are glued and contact-papered on one half of a file folder. When a student is finished with his/her work, he/she shows me and I allow the student to pick a “challenge” and an overhead marker to write with. When they are done with it, they wet a Kleenex, wipe it off and pick a new one. They work hard to stay quiet and finish their work in order to pick a challenge to work on. They love the challenges. I find the challenges in puzzle books or from brainteaser books (cheap!). My classes have often told me how much they love them and ask me if I’ll leave them there!
- Give each letter of the alphabet a numerical value (a=1, b=2, etc.) Mix it up for older kids if you wish. During any time between assignments or in a given amount of time students use whatever source they wish (or you can specify a book — perhaps an assigned chapter) and see who can find a word with the highest point value. I always make them correctly pronounce the word and give me the correct definition. I’ve used this with kids as young as 2<sup>nd</sup> grade, but 3<sup>rd</sup> and up do great with this.
- One game that I have used successfully is my version of Pictionary. I use current movies, books, cartoon characters, even songs. I keep ideas written on slips of paper in a baggie and have it in my briefcase I take to school. After dividing the class into two groups, I allow one student from Group A to come up. I hand him/her a piece of paper with an idea, and he/she goes to the board and tries to draw it. Either group may guess. Keep score as groups take turns sending someone from their group to draw. I usually give the class the clue that the drawing will be a cartoon, a movie, a book, etc. This game works well with almost any grade level. I teach secondary so it’s great to be able to use something that is all-purpose! You could also gear this toward what they are studying, having them draw ideas from science, social studies, English vocabulary/stories.



## **Maintaining Substitute Eligibility**

- ☐ Returning Substitutes must return their Letter of Reasonable Assurance to the Human Resources Dept. prior to the deadline in order to be eligible to accept an assignment for the following school year. If substitutes do not sign and return the letter, this serves as notice to Waller ISD that you are choosing to quit the position of substitute and you will be removed from the substitute pool.
- ☐ Substitutes who do not return their Letter of Reasonable Assurance to the Human Resources Dept. prior to the deadline will be deactivated and must reapply to work in Waller ISD. The guest teacher will be required to attend the Substitute Orientation to regain eligibility.
- ☐ Substitutes must work at least 15 daily assignments to remain eligible for employment the following school year.
- ☐ Substitutes may be excluded from accepting an assignment at one or more specific campuses based on unsatisfactory performance. Substitutes will be notified of any campus exclusions and given an opportunity to meet with the Chief Human Resources Officer or Human Resources Director to discuss the exclusion(s).
- ☐ Substitutes may be deemed ineligible to renew for the following school year based on lack of daily assignments and/or unsatisfactory performance. A termination notice will be provided.

# **Substitute Conduct and Welfare**

**(the following information is based upon Waller ISD Board Policies and Employee Handbook found at [www.wallerisd.net](http://www.wallerisd.net) )**

## **Standards of Conduct**

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Complete duties as assigned by supervisors in a satisfactory manner.
- 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 of district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. [Policy DH (Local)] Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent first learns of the incident. See *Reports to the Texas Education Agency* for additional information. [Policy DH (Legal)]

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

# **CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS – Policy DH**

## **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. (19 TAC 247.1(b))

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

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

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

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

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

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

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

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

**Standard 2.6** The educator shall not 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.

## **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, sex 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.

## **Harassment – Policy DH, DIA**

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

This district's policy that includes definitions and procedures for reporting and investigating harassment is reprinted below:

Note: This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion or age.

Employees shall not tolerate harassment of others and shall make reports as required at REPORTING PROCEDURES, below.

### **SEXUAL HARASSMENT**

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

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

## EXAMPLES

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

## OTHER PROHIBITED HARASSMENT

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

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

## EXAMPLES

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

## REPORTING PROCEDURES

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

## TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

#### DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator. [See DAA(LOCAL)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

#### NOTIFICATION OF REPORT

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official.

#### CONFIDENTIALITY

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

#### INVESTIGATION OF THE REPORT

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

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

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

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

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

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

## CONCLUDING THE INVESTIGATION

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

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

## DISTRICT ACTION

If the results of an investigation indicate that a prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

## APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Commission on Human Rights, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

## RETALIATION PROHIBITED

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

## RECORDS RETENTION

Retention of records shall be in accordance with DAA(LOCAL).

## ACCESS TO POLICY

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

## **Harassment of Students**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have



experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, Policy FFG (Legal) for additional information.

The district's policy that indicates definitions and procedures for reporting and investigating harassment of students is reprinted below:

Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

#### SEXUAL HARASSMENT

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct;
2. The conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities or creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

#### BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

## EXAMPLES

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

## OTHER PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

## EXAMPLES

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

## REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]

## TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment to one of the District officials below:

#### DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator. [See FB(LOCAL)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

#### NOTIFICATION OF REPORT

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

#### NOTICE TO PARENTS

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

#### CONFIDENTIALITY

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

#### INVESTIGATION OF THE REPORT

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

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

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

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

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

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

#### CONCLUDING THE INVESTIGATION

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

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

#### DISTRICT ACTION

If the results of an investigation indicate that a prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

#### APPEAL

A student, including a complainant, may appeal through FNG(LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

#### RETALIATION PROHIBITED

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

#### RECORDS RETENTION

Retention of records shall be in accordance with FB(LOCAL).

#### ACCESS TO POLICY

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of this policy shall be readily available at each campus and the District's administrative offices.

### **Alcohol-and-Drug-Abuse Prevention – Policies DH, DI, DGBA, GKA**

Waller ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace, 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 Substance Act during working hours may be dismissed. The district's policy regarding employee drug abuse follows:

All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

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

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

#### SAFETY REQUIREMENTS

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

#### TOBACCO USE

Employees shall not use tobacco products on District premises, in District vehicles, nor at school or school-related activities. [See also GKA]

#### ALCOHOL AND DRUGS

A copy of this policy, the 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.

Employees shall not unlawfully 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 abuse of glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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.

## NOTICE

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

## ARRESTS AND CONVICTIONS

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within (3) three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event.

## MORAL TURPITUDE

Moral turpitude includes but is not limited to:

1. Dishonesty; fraud; deceit; theft; misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

## **DRUG-FREE SCHOOLS REQUIREMENTS - Policy Exhibit DI**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions.

Sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies at DH, DHE, and DI] 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

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) and notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)]

## **Reporting Suspected Child Abuse – Policies DF, DG, DH, FFG, GRA**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services can be made to a law enforcement agency or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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.

### **Fraud and Financial Impropriety**

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 includes, but is not limited to, 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy

### **Conflict of Interest – Policy DBD**

Employees are required to disclose to their supervisor 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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Superintendent, Board President or a designee prior to the award of a contract. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.



### **Gifts and Favors (Conflicts of Interest) – 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 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, which convey information to students or contribute to the learning process. [See policy DBD(Legal) and (Local)]

### **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.

### **Safety – Policy CK Series**

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent and minimize injuries to employees, co-workers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

### **Tobacco Use – Policy DH, FNCD, GKA**

Smoking or using tobacco products is prohibited on all district-owned property and at all school-related or school-sanctioned activities, on or off campus. 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 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.

## **Employee Arrests and Convictions – Policy DH**

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within (3) three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within (3) three days of any arrest, indictment, conviction, no contest or guilty plea, or other offense listed below:

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

Moral turpitude includes, but is not limited to, 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
- Drug or alcohol related offenses
- Acts constituting abuse under the Texas Family Code

## **Possession of Firearms and Weapons – Policies FNCG, GKA**

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises (i.e., building or portion of a building) or any grounds or buildings where a school-sponsored activity takes place. 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/principal or call the Assistant Superintendent at (936) 931-3685 immediately.

## **Visitors in the Workplace – Policy GKC**

All visitors to the schools, including parents and Board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval and with a one day notice. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

## **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.)

Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

### **Computer Use and Data Management – Policy CQ**

The district's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

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

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

Employees who are authorized to use the system are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Human Resources office.

### **Personal Use of Electronic Media – Policy DH**

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy EFE]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

#### Use of District Electronic Communication Systems on Personal Devices

##### **Monitoring**

A person utilizing the Waller ISD POP or SMTP mail service on their personal device may be subject to an open records request.

##### **User Responsibility**

Waller ISD Technology Services must be notified immediately when a personal device accessing the SMTP or POP service may have been lost, or stolen.

- To report lost or stolen personal device, call the Waller ISD Technology Services at: 936-931-0313

The user is responsible for removing Waller ISD email information before switching to a new phone.

##### **Waller ISD Limit of Liability**

Waller ISD Technology Services will only provide the necessary information to setup POP & SMTP mail service, but it is the user's sole responsibility to set up and maintain their personal device. Waller ISD Technology Services will not provide troubleshooting, and or technical support for personal devices.

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

#### **Use of Electronic Media with Students – Policy DH**

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic media to communicate with currently enrolled students in the district about matters within the scope of the employee's professional responsibilities. The employee must comply with the provisions outlined below. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District.

An employee is not subject to these provisions 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.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *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 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 uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. 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.
- 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 9 p.m. and 6 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 Code of Ethics and Standard Practices for Texas Educators, 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 EFE]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- 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 any 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.

## **Waller ISD Student Data Confidentiality Statement**

### ***Substitute Agreement***

I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA), and in the implementing of federal regulations found in 34 CFR, Part 99. FERPA is specifically incorporated into the Texas Publication Information Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).

Education records are those records, files, documents, and other materials which contain information directly related to a student, and are maintained by an educational agency or institution.

Educational records are only to be shared with individuals that have an 'educational need' for the information.

I understand that procedures must be in place for protecting confidential information whether in printed formats or visible on computer monitors.

I also understand that releasing confidential information is prohibited by the Texas Government Code, Section 552.353, and that such an offense constitutes a Class A misdemeanor.

I understand that if I am given access to student databases, my user ID and password are to be considered private and confidential. I understand that user ID information cannot be released to or shared with another person or entity.

In addition, I understand that any datasets or output reports that I, or my authorized representative, may generate using confidential data are to be protected. I will not distribute to any unauthorized person any datasets or reports I have access to or may generate using confidential data. I understand I am responsible for any computer transactions performed as a result of access to the Waller ISD database.

## **WALLER ISD SUBSTITUTE HANDBOOK RECEIPT**

*(to be signed and submitted to the Human Resources Department)*

I agree to read the Substitute Handbook and Waller ISD Board Policy Manual (to be located online at [www.wallerisd.net](http://www.wallerisd.net)) regarding my employment with the district and abide by the standards, policies, and procedures defined or referenced in these documents and information.

I understand the information in these documents is subject to periodic change, and that changes in district policies may supersede, modify, or eliminate the information summarized in the Substitute Handbook. Any changes will be accessible online at [www.wallerisd.net](http://www.wallerisd.net). I accept responsibility for reading and abiding by these changes.

I understand my signature below signifies my acknowledgement of the Waller ISD Student Data Confidentiality Statement as stated on page 35-36 of the Substitute Handbook.

Furthermore, I understand that no modification to employment relationships or alteration of at-will relationships is intended by these documents. I accept responsibility for contacting my supervisor and/or the Human Resource Department if I have questions or concerns regarding this information.

Finally, I understand that I have an obligation to inform the Human Resources Department of any changes in my personal information such as phone number, mailing address, email address, etc.

---

Substitute Name (printed)

---

Substitute Signature

---

Date