



**EAGLE MOUNTAIN
SAGINAW**

Independent School District

Substitute Handbook

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 office of the Chief Human Resources Officer.

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 on line at www.emsisd.com.

District information

Beliefs

We believe that:

- Every student is a unique individual with unique potential.
- Effective communication is key to success.
- Engaged and interested students learn more effectively.
- Respect is a key to success.
- Education is a team effort.
- High Quality educational facilities optimize student and staff success.
- Accountability is essential to success.
- A physically and emotionally safe environment promotes student learning.
- A high quality education is barrier free.

Mission Statement, Goals and Objectives

Policy AE

The mission of Eagle Mountain-Saginaw Independent School District is to foster a culture of excellence that instills a passion for a lifetime of continuous achievement in every student.

Strategic Objectives

1. Each student will have a dynamic-customized education plan from registration to graduation which contains post-secondary goals and inspires individual success.
2. Each student will be equipped with innovative technological skills to compete and contribute in a constantly-evolving global society.
3. Each student will be challenged to fulfill the district's high expectations and leave the district prepared and qualified to succeed in their chosen path(s).

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

Employees are expected to observe the following standards of conduct:

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident.

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. (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 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 applicable 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 youth of this state.

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignments, and in accordance with the following standards:

1. Personnel are expected to dress in a manner that projects a professional image for the employee, District, and community.
2. Style of clothing for males and females should always reflect a professional and business-like atmosphere and clothing should not attract unfavorable attention. This guideline applies to regular workday, in-service and summer employment time.
3. Denim jeans shall not be worn except for special emphasis days with the approval of the principal.
4. Administrators and supervisors shall have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, agriculture, auto mechanics, building trades, special education), or for medical necessities.
5. Support staff (custodial, food service, maintenance, and transportation employees) shall dress appropriately as described in their respective guidelines.
6. District employee's hair should be appropriate and not attract unfavorable attention.
7. Employees will not be allowed to wear visible body piercing jewelry except earrings in the ear.

The following shall not be considered appropriate attire: jeans, shorts, revealing or provocative shirts, skirts, or dresses, spandex or similar tight outfits, slippers, flip flops, or sneakers.

Discrimination, Harassment and Retaliation

Policies 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 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 employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is DIA (LOCAL) and is available on-line at www.emsisd.com.

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 9 and *Bullying*, page 17 for additional information.

“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 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. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
 11. Any other acts tending to show that the educator solicited a romantic relationship with the student. *19 TAC 249.3(51)*

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is outlined in DF (LEGAL) and FFH(LOCAL) and is available on-line at www.emsisd.com.

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 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 with questions or concerns relating to safety programs and issues can contact the Coordinator for Risk Management.

Alcohol and Drug Abuse Prevention

Policies DH, DI

The Eagle Mountain-Saginaw 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 on drug abuse and drug-free schools is found in DH (LOCAL), DI (LOCAL) and DI (EXHIBIT) on the District Web site at www.emsisd.com.

Tobacco Use

Policies DH, FNCD and GKA

State law prohibits smoking or using tobacco products, including electronic cigarettes and other smokeless products, on all district-owned property and at 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.

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 a 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.

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

Reports to Child Protective Services can be made to a local office or to the **Texas Abuse Hotline (800-252-5400)**. State law specifies that an employee may not delegate to or rely on another person 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 make the required report may result in prosecution as a Class A misdemeanor. 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 from the Director of Counseling and Campus Support. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

Child Sexual Abuse

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. 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 harmful to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

What to look for:

Physical Abuse

Common indicators of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns, especially when the child cannot adequately explain their cause
- Frequent complaints of pain without obvious injury
- Burns or bruises in an unusual pattern which may indicate the use of an instrument or a human bite. Cigarette burns may be seen on the face, arms, or palms
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Lack of reaction to pain
- Fear of going home, seeing parents
- Injuries which appear after the child has not been seen for several days
- Wears unseasonable clothes which may hide injuries to arms or legs

Neglect

Common indicators of neglect include:

- Obvious malnourishment
- Lack of personal cleanliness
- Habitually dressed in torn and/or dirty clothes
- Unattended for long periods of time
- Needs glasses, dental care, or other medical attention
- Begs or steals food
- Frequently absent or late to school

Sexual Abuse

Common indicators of sexual abuse include:

- Physical signs of sexually transmitted disease
- Evidence of injury to the genital areas
- Pregnancy in a young girl
- Difficulty in walking or sitting

- Frequent expressions of their own or other children's sexual involvement with adults
- Extreme fear of being alone with members of the opposite sex
- Engages in sexually suggestive or promiscuous behavior
- Knowledgeable about sexual relations
- Reports sexual assault

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part of school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI);
 - Misdemeanor acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol and/or drugs (DWI/DUI), or disorderly conduct; 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 educators' criminal history to the Division of Investigations at TEA.

Possession of Firearms and Weapons

Policies FNCG and GKA

Employees, visitors, and students, including those with a license to carry a concealed 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. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Chief Human Resources Officer immediately.

Technology Resources

Policy CQ

The district's technology resources, including its network access to the Internet, 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 who are authorized to use the systems are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Technology.

Electronic Communications Policy

Student Safety

Eagle Mountain/Saginaw ISD is aware that resources, which are inappropriate or not designed for use in the educational setting, may be accessed on the Internet. To protect students and staff from such inappropriate material, the District's Internet access is filtered with one of the highest rated Internet filtering systems available. "Lightspeed" is an Internet service specifically designed to protect users from unwanted material. Such inappropriate material is blocked at Lightspeed's main site where the staff continually searches the Internet for undesirable material and immediately blocks it. However, users must recognize that it is impossible for EM-S ISD to restrict access to all controversial material and individuals must be responsible for their own actions in

navigating the network. **For this reason, parents are asked to notify the school if they do not want their student to have Internet access.**

Purpose

The purpose of this policy is to insure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and District employees who obtain their Internet access through the Eagle Mountain-Saginaw ISD are expected to use these services appropriately.

User Responsibilities

1. Eagle Mountain-Saginaw ISD is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational/administrative goal or objective.
2. The use of the Eagle Mountain-Saginaw ISD Internet and computer network must be in support of educational goals, research, and class assignments and consistent with the educational objectives of the district.
3. The system may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
4. Student users shall not download or copy any data, including music and video, to removable media or hard drives without prior teacher approval.
5. Participation in Internet chat rooms, instant messaging services, and Internet newsgroups is prohibited for all users.
6. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
7. Individual accounts may be used only by the owner of the account except where specifically authorized by the Eagle Mountain-Saginaw ISD administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher.
8. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

Policy – Terms and Conditions (CQ LOCAL)

1. **Acceptable Use** –Users are to properly use district network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the district’s mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.
2. **Privileges** – The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked.
3. **Warranty** - Eagle Mountain-Saginaw ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Eagle Mountain-Saginaw ISD will not be responsible for loss of data resulting from delays, non-deliveries, mis-deliveries viruses, or service interruptions caused by its own

negligence or user errors or omissions. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district. Eagle Mountain-Saginaw ISD specifically denies any responsibility for the accuracy or quality of information obtained through EM-S ISD network services.

4. **Disclaimer of Liability** – The district shall not be liable for user’s inappropriate use of electronic communication resources or violations of copyright restrictions, user’s mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information available on the Internet.
5. **Monitored Use** – Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by Internet service providers, operators of system file servers, and designated district staff to ensure appropriate use for educational or administrative purposes. Electronic mail accounts not issued by the district are not supported and are not to be used on district equipment. Forgery or attempted forgery of electronic mail messages is prohibited. Only authorized district personnel designated by the Director of Technology Services, may read, delete, copy or modify the electronic mail of other system users. Deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person’s user ID and/or password is prohibited. Forgery or attempted forgery will result in the cancellation of system privileges, as well as other appropriate consequences.
6. **Vandalism** is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the District’s network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of District policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.
7. The district will, in accordance with district policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the district’s network.
8. **Network Etiquette** – The user is expected to:
 - be polite;
 - use appropriate language;
 - maintain confidentiality of the user, colleagues, and students;
 - respect copyright laws;

- be respectful in all aspects of network use;
- Remember: an all caps message implies shouting

Consequences

The following consequences will apply to all Eagle Mountain-Saginaw ISD Internet users. Violation of EM-S ISD policies and procedures concerning the use of the computers on the network will result in the same disciplinary actions that would result from similar violations in other areas of Eagle Mountain-Saginaw ISD life. Any or all of the following consequences may be enforced:

1. Loss of computer privileges/Internet access, with length of time to be determined by the campus administration.
2. Any campus-based disciplinary consequence, including suspension as deemed appropriate by the administration.
3. DAEP placement may be considered in flagrant violations or violations that corrupt the educational value of the computers or the Internet. Additionally, expulsion may be considered in instances where students have used Eagle Mountain-Saginaw ISD Internet access to engage in conduct that constitutes felony criminal mischief.
4. Staff consequences – Any of the above consequences as deemed appropriate by the administration or possible termination of employment for noncompliance of the Eagle Mountain-Saginaw ISD policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

General Procedures

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the District's website, www.emsisd.com and social media sites, notify area radio and television stations, and a phone message will be sent using School Messenger, the Districts call-out system.

Emergencies

Policies CKC and CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. 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 notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

Address Changes & Phone Number Changes

Employees may change their address and phone number through Skyward Employee Access by going to “Employee Information” then “Personal Information.” Requests may also be made by completing an Employee Information Change Form and submitting it to the Human Resources department. These forms may be found on-line at www.emsisd.com.

Name Changes

All name change requests must be accompanied by a copy of the employee’s social security card. Employee’s must download and complete an Employee Name Change Form and submit it to the Human Resources department. The Employee Name Change Form can be found on-line at www.emsisd.com.

Student issues

Administering Medication to Students

Policy FFAC

Only designated employees can administer prescription medication, non-prescription 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 medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Bullying

Policy FFI

The District prohibits bullying as defined in policy FFI (LOCAL). Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited. All employees are required to report student complaints of bullying to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is listed in FFI (LOCAL) and can be found on the district Web site, www.emsisd.com.

Release of Children

ANY person unknown to the substitute teacher must be directed to the principal's office prior to gaining the release of a child. In no situation is a child released to anyone without expressed permission from the principal's office.

Substitute Information

The substitute pay is:

Professional (Teacher)	\$ 100.00	Tues, Wed & Thurs	1-10 days
	\$ 120.00	Mon & Fri	
	\$125.00	11 + days	Long Term Assignments in the same position
Paraprofessional (Aide)	\$75.00	a day, Every day	
Paraprofessional (Sped Aide III)	\$90.00	a day, Every day	

Paychecks

Substitute teachers are paid on the regular monthly payroll for all days earned on or before the monthly cutoff date. Any additional days worked subsequent to the payroll cutoff date will be included on the following month's paycheck.

Automatic Payroll Deposit

Employees must have their pay electronically deposited into a designated account of their choice or must apply for the "PAY CARD". Contact the Payroll Department for more information about mandatory direct deposit.

Substitute Duty Hours

Duty hours for substitute teachers vary in EM-S ISD, depending on the grade level assignment. If employed for a full day, the sub is expected to remain on duty for the entire day and follow the time schedules as the regular teacher unless advised otherwise by the building principal.

Level Assignment	Arrival Time	Departure Time
Elementary Schools	7:10 a.m.	3:10 p.m.
Lake Pointe	7:45 a.m.	3:45 p.m.
Gililand	7:45 a.m.	3:45 p.m.
Middle Schools	7:45 a.m.	3:45 p.m.
High Schools	8:45 a.m.	4:45 p.m.
Watson Learning Center	7:45 a.m.	3:45 p.m.
Hafley Development Center	7:30 a.m.	3:30 p.m.

Active Substitute List

Only those persons on the active substitute list are eligible to substitute teach. The active substitute list is maintained by the Human Resources Department. A candidate is not eligible for placement on the active list until he or she has completed all employment forms and requirements including a completed background check by Human Resources and fingerprints through the DPS (see Senate Bill 9).

Absence Management

Absence Management is an automated system used to find substitutes for teachers and other staff during short term, temporary absences. Absence Management allows staff to register their own absences using a web site or an Interactive Voice Response phone system. Absence Management then finds substitute teachers to fill each vacancy and allows substitutes to view and accept jobs online. Unfilled jobs trigger automatic phone calls to qualified substitutes.

To access the Absence Management System you may log on to www.emsisd.com or call 1-800-942-3767. The ID is your phone number and the PIN number is the last 4 digits of your social security number. NOTE: If you happen to exceed your number of log-in attempts on the Absence Management system, you will not be able to log-in again until you close out of and then re-enter your internet browser.

It is strongly recommended that you indicate your daily availability and whether you prefer elementary or secondary (or both) campuses in which to substitute. You may also indicate when you would like the automated system to contact you regarding assignments.

Calling the Substitute Teacher

Substitutes will be contacted daily from 5:30 a.m. through 8:30 a.m. and 5:00 p.m. to 10:00 p.m. by the Absence Management system. Substitutes may also review absences online at www.emsisd.com. Look under the "Staff" tab.

If you are unable to fulfill your assignment you must cancel your assignment either online at www.emsisd.com or by calling the automated system at 1-800-942-3767. You are strongly urged to contact the campus directly if there is a last minute cancellation.

REMOVAL FROM THE ACTIVE SUBSTITUTE LIST

An occurrence of the following behaviors may result in immediate removal from the Active Substitute List:

- Using profanity in the presence of students
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment
- Using alcohol or unlawful drugs on school premises
- Insubordination
- Willful violation of school rules/regulations
- Willful refusal to follow instructions and or lesson plans left by the classroom or
- Any other inappropriate behavior
- 3 exclusions within the district from EM-SISD Campuses
- 5 or more cancelations of accepted jobs per six weeks
- No jobs accepted within a six weeks period

RELEASE FROM ASSIGNMENT

At the end of the day, take a few moments to straighten up the classroom. Pick up any papers or other debris left on the floor. Make sure all windows and any outside doors are shut and locked. Check with the principal or designee at the close of the day to see if there is information concerning the return of the regular classroom teacher and to sign out for the day.

RECORD OF ASSIGNMENT

With each assignment you accept on Absent Management you will be given a confirmation number. You are encouraged to maintain a file with the confirmation numbers in case there should be any questions regarding payment for substitution.

If you need any assistance, please call the Personnel Specialist/Substitutes at (817)232-0880 ext. 2758.