

Substitute Handbook 2023-2024

Welcome to Brazosport ISD!



We appreciate the dedication and commitment that you demonstrate in the service that you provide for the students in Brazosport ISD. While your position is an “as-needed” position, the responsibility that you assume as you conduct the lessons in a teacher’s absence is an important contribution to the success of our student’s instructional program. We extend our appreciation and heartfelt thanks to you for sharing your talent with us.

If we may be of assistance to you in any way, please contact Human Resources.

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Foreword

The Brazosport Independent School District seeks to maintain success for all students and to provide a positive and caring educational climate. Academic excellence and professionalism are priorities in serving the individual needs of all students. The district is fortunate to have highly qualified personnel in each part of the educational process who are dedicated to these goals. The district is especially appreciative of the excellent substitute staff, which enables daily instruction and learning to continue without interruption. This handbook provides a guide to BISD substitutes as we work together to provide the very best instruction for all students. Additionally, BISD supports and enables substitutes to follow the directions and lesson plans of the teacher as well as provide quality instructional time based on their assignment. Duties of a substitute cannot be defined only by rules and regulations. Thus, this booklet does not encompass the entire scope of duties of the person who substitutes in the district. Success as a substitute is also dependent upon responsible, professional decision-making, which is governed by good judgment. It is important to remember that the welfare of all students should always be priority. Each substitute is responsible for the Board of Trustees Policies DH (Local) and DH (Exhibit) which defines professionalism and good judgment. The publication of this handbook is to aid in defining areas of classroom responsibility and as a ready reference for you. All the information and/or stated guidelines in this handbook are superseded by BISD Board Policy. It is our goal to ensure the efficient operation of BISD Substitute Solutions. Therefore, it is our intent that this handbook serves as a reference tool and will assist you in fulfilling the duties of a substitute staff member.

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Substitute Application Requirements/Information

Requirements for Substitute Teacher

Teacher applicants must meet the following conditions:

- Must be fingerprinted prior to working
- Have a college degree and a Texas Teaching Certificate; or
- Have a college degree but no Texas Teaching Certificate; or
- Have completed a minimum of 45 college credit hours
- Out of country candidates shall have their transcripts translated and certified by a recognized agency

Requirements for Substitute Paraprofessionals

Paraprofessional applicants must meet the following conditions:

- Must be fingerprinted prior to working
- Have a high school diploma; or • Hold a Graduate Equivalency Diploma (GED)
- Out of country candidates shall have their transcripts translated and certified by a recognized agency

Requirements for Personnel File

All applicants must have the following information on file

- Completed online application, including criminal history form
- Official college or university transcript bearing the registrar's seal and signature, teacher substitute
- Valid Texas Teaching Certificate, if certified
- Verification of graduation from High School or a Graduate Equivalency Diploma (GED), paraprofessional substitutes
- Required district, state, and federal forms.
- Employment eligibility verification
- A statement signed that the applicant has received the Substitute Handbook and understands the substitute process

"At-Will" Employment

Substituting for BISD is on an "At-Will", "As-Needed" basis. As an "at-will" employee, you are not guaranteed to have a daily position. School district administrators may determine—at any time—to terminate assignments, when such actions would better serve the needs of students, campus sites, or the District. DCD (Local), DCD (Legal), Board of Trustees. Each year all substitutes will have to renew to remain active with our district. Substitutes must work a minimum of 30 days during the school year to qualify for renewal. Failure to do so may result in being removed as a substitute.

Substitute Staff Member List

Please be aware that Brazosport ISD Human Resource Office hiring procedures require a criminal Background check to be completed before new hires are assigned to school district sites. The HR Office will do all they can to expedite this process so that you may begin working as soon as possible.

Change in Personal Status

Any change of name, address, telephone number, or availability must be reported to the Payroll Department and the Human Resources Department.. Failure to do so could result in your pay being delayed and / or your working status being inactivated.

Change in Educational Status

Official transcripts validating a change in education status or teacher certification must be submitted to Human Resources before a change in pay status will be approved. A change in pay status is effective the day the personnel office receives a new transcript or diploma. No retro pay will be issued.

Release from Assignment

You should consult with the principal's office daily before leaving a campus. There will be occasions when you receive an assignment which will continue for more than one day. You shall continue with the same assignment until officially released by the principal or their designee at the assigned campus or site.

Hours of Duty

When assigned for full day (8 hours) or half-day (4 hours) assignments you are expected to perform all duties of the full time employee. When assigned, you will be advised of the time to report to the respective campus and/or site and whether the assignment is for a full day or half day. You must arrive 15 minutes before school begins. The campus or site administrator may assign you to other duties during a conference period. You will have a thirty (30) minute duty free lunch.

Compensation for Hours Worked

BISD pays all substitutes either a half-day (4 hours) or a full-day (8 hours) pay for substituting. Compensation for a full day is based on completing the FULL work schedule you were assigned. BISD expects you to be at your assigned campus or site 15 minutes before your workday begins.

Substitute Staff Pay

Substitutes are paid according to the actual number of days worked at the appropriate daily rate approved by the Board of Trustees. You will be paid bi-weekly.. Should a pay day fall on a weekend or holiday, the pay date will be the last working day prior. Pay for days worked after the close of a payroll period will be included on the following pay period. BISD requires the use of direct deposit. Specific questions concerning your paycheck should be directed to the District's Payroll Department at:

Anthony Madrigal
Coordinator of Payroll & Accounting
 anthony.madrigal@brazosportisd.net
 979-730-7000 x10161

Delaine Clifton
Payroll Specialist
 dclifton@brazosportisd.net
 979-730-7000 x12265

Clerical/Educational Aides	\$75
Teacher - daily < 60 college hours	\$75
Teacher - daily > 60 college hours	\$85
Teacher - Long Term (10+ days, < 20 days) <i>*Must have Bachelor's degree to serve more than 20 days in one position*</i>	\$95
Teacher – daily with Bachelor's degree	\$95
Teacher – Long Term (10+ days)	\$110
Teacher - daily with Texas Teacher certificate/retired*	\$100/106
Teacher - Long Term (10+ days)/retired* <i>*TRS retiree substitute rates are only applicable for substitutes that were active with the district prior to June 1, 2020.</i>	\$135/141
Nurse - LVN/ RN	\$85/\$135

* Incentive Pay:
 10+ Days: \$100
 14+ Days: \$200

Preferred Substitutes

Each campus is assigned preferred/daily substitute allotments based on the needs of the campus for the year. Preferred Substitutes are to assist our campuses in ensuring that all classrooms are covered every day by qualified substitutes. This allows campuses to select substitutes to report daily to be assigned to any vacant positions. If there is not a vacant position, the daily substitute will be utilized by the campus in another capacity and paid for the day. Compensation for Preferred Substitutes is a set rate of \$110 per day.

The following policies apply to a substitute who takes on a preferred substitute position:

- Preferred substitutes are not eligible for a long-term assignment position
- Being a preferred substitute is a commitment. You cannot switch back and forth as the year progresses
- There is no long-term pay increase for preferred substitutes. The daily rate remains the same
- Preferred substitutes are expected to work a full day at the campus even when there is not a vacant sub position
- Preferred substitutes are expected to become a part of the campus team. They should try to get to know the students, teachers, and administrators of their campus.

Long-Term/Vacant Assignment

Any long-term or vacant assignment will receive incentive pay after the tenth consecutive day in the same assignment. Higher rate of pay will be retroactively compensated back to the first day of the assignment. **If there is a break in the long-term assignment, the rate of pay will revert to the beginning rate of pay. In this instance, the rate of pay will increase again after the tenth consecutive day is reached.** Long-term or vacant assignments are assigned by the building principal. Every long-term or vacant assignment is considered as an “at-will” assignment and may end at any time. **NOTE: Each LongTerm assignment is an individual assignment. The higher rate of pay will not continue from one assignment to another unless the position meets the appropriate criteria.**

Substituting After Retirement

Individuals who are receiving retirement pay and benefits from the Teacher Retirement System may be employed in the public schools of Texas as a daily substitute unless the position is vacant. Substituting in vacant positions may have additional stipulations for those receiving TRS benefits. Questions regarding retired teachers wanting to substitute should be addressed to the **Texas Teacher Retirement System.**

Substitute Procedures

Identification Badge

BISD Preferred Substitutes will be issued a BISD ID to be used to check in and out of the campus each day. If you do not have your badge, you will be required to raptor into the campus. Please be prepared to present your ID to check in upon arrival at campus.

Cancellation of Assignment

Substitutes must cancel an assignment within the TEAMS Substitute system. Otherwise, you will be placed on Inactive status until the Personnel Office investigates the situation. You may not cancel your assignment after 6:00 a.m. the day of assignment. Substitutes cancelling within a 24-hour period of when a job assignment starts is not eligible to pick up an assignment for that day. If an assignment is cancelled without notifying the campus secretary and applying the change to the TEAMS substitute system, you will not be able to work for a designated time established by the HR Director. Cancellations more than twice, may result in the substitute being placed on district restriction for the remainder of the school year.

Conduct/ Performance of Duty

The campus principal or designee evaluates the performance of BISD substitutes. Evaluations are important for references and when considering long-term and full-time employment. If the Substitute Department receives a negative assessment from a campus principal, you will be placed on inactive status for employment. You may be asked to meet with the Director of Human Resources and/or you may lose the right to work in BISD for the remainder of the school year. A violation related to professional conduct, not following proper lesson plans of the teacher, or failure to follow campus procedures may result in a negative assessment. Negative assessments from three different campuses will cause you to be inactive and unable to work as a substitute for BISD.

Electronic Communication Usage

Preferred substitutes will have access to the district BConnect portal. You must be on a District Computer to login for the first time, directions will be in your handouts and on our website. Each substitute must also follow all technology acceptable use that is detailed in the Employee handbook. Substitute Personnel who choose to bring electronic communication devices (i.e., cellular phone, laptop) on district property must adhere to BISD guidelines. The phone or laptop must be turned off during instructional/work time. The electronic communications device(s) should be turned on ONLY during a teacher's non instructional time; i.e. lunch, conference period, before/after school etc. For paraprofessional employees, the electronic communications device(s) should be turned on ONLY before/after designated work hours, lunch, and /or break time.

Safe Schools Training Modules

A series of web-based training will have to be completed each school year within 45 days of hire or the beginning of each school year. You may access these modules in your SafeSchools portal. Failure to complete the required training within the timeline will limit your access to pick up jobs.

Responsibilities of Substitute Staff

- Dress and grooming shall be clean, neat, and in a manner appropriate for the assignments and in accordance with administrative guidelines set forth by the district.
- Arrive promptly at the assigned time and location to receive necessary directions and to collect materials needed for the day.
- Report directly to the principal or their designee for instructions regarding classroom assignments and responsibilities for the day.
- If lesson plans are not available, please contact the main office for directions on how to proceed for that day.
- Follow written assignments/ lesson plans unless otherwise directed by the regular classroom teacher. Graded assignments should be left for the teacher to review and record.
- Do not write in the teacher's grade book or other books of record.
- DO NOT use the teacher's classroom computer at any time. Substitute staff members may be allowed to use the campus library computers to check assignments if granted permission.
- No outside or unassigned videos or movies are permitted. If this occurs, the substitute will lose the privilege to work as a substitute for BISD.
- Perform any special duties assigned to the classroom teacher including but not limited to; hall duty, bus duty, and lunch duty, etc. The substitute may be asked to work during a conference period of the employee the substitute is covering that day.

Disciplinary Responsibilities

- At no time should a class be unattended. If you have a personal emergency, you must contact the teacher closest to your classroom. When you return, report back to the same teacher.
- Maintain a level of discipline in the classroom, which is conducive to learning. Fair treatment of all students, combined with calm and clear explanations and directions, prevents many disciplinary problems you might experience.
- Immediately notify the closest teacher to your classroom or the main office if assistance is needed.
- Physical grabbing or contact of students as well as inappropriate language is against BISD Board Policy. If you engage in the above activities, you will be liable under Texas Law and will not be allowed to substitute for BISD.
- You must document information on any student(s) who fails to follow classroom rules of conduct and/or fails to complete work assigned. If a disruption takes place immediately contact the main office or seek assistance from a nearby teacher.

- If campus allows, please check the regular teacher's mailbox for notices or communications.
- Follow the campus rules when students ask to leave the classroom. Please remember that bathroom breaks may be necessary.
- Requests for information on a student or the release of a student from class must be first confirmed by the main office.
- Please be responsible for equipment and materials. The substitute has the same responsibilities as a regular classroom teacher for students, equipment, and other assigned materials. If using math calculators, etc. count them before and after you assign them. Please remember this does not include a teacher grade book, personal items or teacher computer.
- Visit with the principal or their designee concerning the advisability of contacting the regular teacher should your assignment be for more than one day.
- Leave a summary of work covered in each class and other information pertinent to the teacher in written form and unless directed differently by the main office, leave a report on the teacher's desk.
- Notify the school office, before leaving the campus, of any serious problems experienced during the day. This will assist BISD, the campus, the teacher, and you so that situations can be improved.
- At no time will a substitute leave the assigned campus during working hours.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee 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.

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

Educator Ethics

Educators 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 State Board for Educator Certification (SBEC) shall provide for the adoption, amendment, and enforcement of an educator's code of ethics [see DH(EXHIBIT)]. SBEC is solely responsible for enforcing the ethics code for purposes related to certification disciplinary proceedings.

Education Code 21.041(b)(8); 19 TAC 247.1(b), (c)

Public Servants

All district employees are "public servants" and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. Penal Code 1.07(a)(41), Title VIII [See DBD and BBFA]

Electronic Communication Policy

"Electronic communication" means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes emails, text messages, instant messages, and any communications made through a website, including a social media website or a social networking website.

A school district shall adopt a written policy concerning electronic communications between a school employee and a student enrolled in the district.

The policy adopted under this section must:

Include provisions designed to prevent improper electronic communications between a school employee and a student;

Allow a school employee to elect to not disclose to students the employee's personal telephone number or email address; and

Include provisions instructing a school employee about the proper method for notifying appropriate local administrators about an incident in which a student engages in improper communications with the school employee.

Education Code 38.027

Public Information on Private Device

A current or former board member or employee of a district who maintains public information on a privately owned device shall:

Forward or transfer the public information to the district or a district server to be preserved as provided by Government Code 552.004(a); or

Preserve the public information in its original form in a backup or archive and on the privately owned device for the time described under 552.004(a).

Gov't Code 552.004(b) [See GB]

Loss of Retirement Annuity for Conviction of Certain Felonies

A person is not eligible to receive a service retirement annuity from the Teacher Retirement System (TRS) if the person is convicted of a qualifying felony and the victim is a student.

"Qualifying felony" means an offense that is punishable as a felony under the following sections of the Penal Code:

Section 21.02 (continuous sexual abuse of young child or disabled individual);

Section 21.12 (improper relationship between educator and student); or

Section 22.011 (sexual assault) or Section 22.021 (aggravated sexual assault).

The term includes any federal offense that contains elements that are substantially similar to the elements of a felony offense described above.

Not later than the 30th day after the date of a person's conviction for a qualifying felony, the school at which the person was employed shall provide written notice of the conviction to TRS. The notice must comply with rules adopted by TRS.

Gov't Code 824.009

Transportation or Storage of Firearm in School Parking Area

A district may not prohibit a school employee who holds a license to carry a handgun under Government Code, Chapter 411, Subchapter H, from transporting or storing a handgun or other

firearm or ammunition in a locked, privately owned or leased motor vehicle in a parking lot, parking garage, or other parking area provided by the district and may not regulate the manner in which the handgun, firearm, or ammunition is stored in the vehicle, provided that the handgun, firearm, or ammunition is not in plain view.

This does not authorize a person to possess, transport, or store a handgun, a firearm, or ammunition in violation of Education Code 37.125, Penal Code 46.03, or other law. [See GKA]

Education Code 37.0815

Tobacco and E-Cigarettes

A board shall prohibit smoking or using e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off school property.

Enforcement

A board shall ensure that district personnel enforce the policies on school property.

Education Code 38.006(b) [See also FNCD and GKA]

Drug and Alcohol Abuse Program

A board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property. Education Code 38.007(a)

Federal Drug-Free Workplace Act

A district that receives a direct federal grant must agree to provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the district's workplace and specifying the actions that will be taken against employees for violations of the prohibition;

Establishing a drug-free awareness program to inform employees about:

The dangers of drug abuse in the workplace;

The district's policy of maintaining a drug-free workplace;

Available drug counseling, rehabilitation, and employee assistance programs; and

The penalties that may be imposed on employees for drug abuse violations;

Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the required statement;

Notifying the employee in the required statement that as a condition of employment in the grant the employee will:

Abide by the terms of the statement; and

Notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction;

Notifying the granting agency within 10 days after receiving notice from an employee or otherwise receiving actual notice of a conviction;
Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by 41 U.S.C. section 8104; and
Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above requirements.
41 U.S.C. 8103(a)(1)

Dietary Supplements

Except as provided at Education Code 38.011(b), a district employee may not:

Knowingly sell, market, or distribute a dietary supplement that contains performance-enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's duties; or

Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance-enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's duties.

An employee who violates items 1 or 2, above, commits a Class C misdemeanor offense.

Education Code 38.011

Low-THC Cannabis

A district may not enact, adopt, or enforce a rule, ordinance, order, resolution, or other regulation that prohibits the possession of low-THC cannabis, as authorized by Health and Safety Code Chapter 487. Health and Safety Code 487.201

BRAZOSPORT ISD
DH(LEGAL)-P
UPDATE 118
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Texas Administrative Code	
Title 19	Education

Part 7	State Board For Educator Certification
Chapter 247	Educators' Code Of Ethics
Rule § 247.2	Code of Ethics and STandard Practices for Texas Educators

Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

(A) 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.

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

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

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

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

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

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

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

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

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

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

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

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

(2) Ethical Conduct Toward Professional Colleagues.

(A) 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.

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

(C) 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.

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

(E) 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.

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

(G) 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.

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

(3) Ethical Conduct Toward Students.

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

(B) 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.

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

(D) 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.

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

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

(G) 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.

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

(I) 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.

Employee Standard of Dress

BISD Professional Dress and Grooming

All educational personnel and substitutes will dress professionally for the purpose of serving as role models in our schools. Dressing professionally can establish respect, credibility, acceptance and authority in the educational setting. Below are guidelines for dress at Brazosport ISD:

- Instructional personnel are permitted to wear denim jeans (without holes or frayed distressing) when accompanied with a collared shirt or blouse
- All professional and administrative personnel are expected to comply with a professional dress code including slacks, collared shirts, suits, dresses, etc.
- T-Shirts may be permitted on the designated campus spirit day, special occasion dress, etc as permitted by the campus administrator
- All beards and/or facial hair must be well groomed
- Tattoos shall be covered if they are offensive, signify gang association, or cause a disruption of the educational process
- Earrings are permitted, but excessive body piercings or piercings that cause a safety concern are not allowed
- Athletic/Physical Education, CTE and auxiliary staff may wear garments appropriate for those content areas, but are expected to maintain high standards, during their assigned periods
- Appropriate footwear should always be worn to prevent safety hazards

- Employees should comply with the student code of conduct
- When representing BISD outside of the school district, employees shall dress professionally. Employees who fail to comply with these regulations are in violation of the District's procedures and practices, which may result in corrective action.
- Since it is impractical to list every possibility of dress and grooming, final decisions concerning what is acceptable are left to the building administrator.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes.

Limited personal use is permitted if the use:

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

performance

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

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

Personal Use of Electronic Communications

Policy CQ, DH

Parents

Policy DH

Social Networking Procedures

Social Networking Overview

The Brazosport Independent School District realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. To this aim, BISD has developed the following guideline to provide direction for instructional employees, students and the school district community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, Wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media,

but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations.

BISD encourages employees to participate in online social activities, but it is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by BISD teachers and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

Use of Twitter/Facebook in BISD

In an effort to broaden community access to district news and information, Brazosport ISD has embraced social networking as a method of communication through the use of Twitter and Facebook. Use of Twitter/Facebook by the district and campuses shall only be used within the guidelines provided below:

Comments and Messages Concerning BISD

Always review the Terms of Use posted on the page before posting or commenting.

The district will not tolerate staff postings, comments and messages that:

- Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
- Contain abusive or inappropriate language or statements. This includes remarks that are racist, homophobic and sexist as well as those that contain obscenities or are sexually explicit.
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms.
- Do not show proper consideration for others' privacy or are considered likely to offend or provoke others – i.e. don't pick fights or provoke others into inflammatory debates. No one likes a bully.
- Are advertisement or political in nature.
- Are spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product. If you wouldn't want to receive it yourself, don't post it.

Encouragement of Staff Involvement on BISD Social Media

Social Media followers of BISD pages want to know what is happening across the district. We encourage all BISD staff to help keep our social media pages current and informative with upcoming events as well as innovative classroom techniques or activities.

To Submit Posts/Photos for BISD Social Media Campus/District Pages Contact the social media administrator for your campus or the Communications Department to submit potential posts/photos for a campus or district social media page.

Link to Additional Sources When Possible in Posts

Twitter/Facebook posts should be used as a method to communicate brief and informative pieces of information (Twitter only allows 140 characters). When possible, include a link to additional information that may be found on the BISD or campus websites.

Blocking Followers

The district will only block followers if they are being obscene/offensive or if they are using the site for advertising purposes.

Public Information on Private Devices

Policy DH, GB