



Rockwall
INDEPENDENT SCHOOL DISTRICT

2023-2024
Substitute Handbook

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Rockwall

INDEPENDENT SCHOOL DISTRICT

Call to Action

Rockwall ISD empowers learners to embody independence, value relationships and achieve excellence as thriving members of a dynamic global community.

Our Beliefs

- We believe that collaborative relationships create a culture where learners thrive.
- We believe that an effective learning environment is collaborative, safe, challenging, and responsive to the diverse needs of all students.
- We believe that learning is a partnership that engages all members of our community to empower empathetic and responsible citizens for success beyond themselves.
- We believe that all learners deserve to be challenged in preparation for lifelong learning and future success.

Our Core Values

Relationships. Innovation. Excellence.



2023-2024
SUBSTITUTE HANDBOOK RECEIPT

Name _____
(Please print first, middle and last name according to social security card – no nicknames please)

Job Title: Substitute

PUBLIC INFORMATION (please check one)

Due to the Public Information Act, RISD must release certain information to requestors; however, some information may be withheld such as a home address, phone number social security number, and emergency contact information.

- I do** give my permission for the release of information.
 I do not give my permission to release information.

Employees have the option of receiving the Handbook in electronic format or hard copy.
You may request a hard copy from your campus/department supervisor.

- I hereby acknowledge receipt of an electronic copy of the Rockwall ISD Employee Handbook.
- I agree to read the Handbook and abide by the standards, policies, and procedures defined and referenced in this document.

The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify, or render obsolete the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. If I have any questions regarding these policies, I should direct those questions to my supervisor.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

Employee Signature

Date

2023-2024 EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATION SYSTEMS (Policy CQ)

If you DO NOT HAVE a District email address, complete this form and submit to your campus or department administrator.
If you HAVE a District email address, you will complete the signature process through Employee Access at rockwallisd.com under Staff Links.

Rockwall Independent School District provides access to the District’s electronic communications system. Through this system, employees will be able to communicate with other schools, colleges, organizations, social networking systems, and people around the world through the Internet and other electronic information systems/networks.

With this opportunity comes responsibility. It is important that all employees understand District policies and procedures, administrative regulations, agreement forms and ask questions if assistance is needed in understanding them. Inappropriate use will result in the loss of the privilege of using this educational and administrative tool.

The use of personal computing equipment is permitted; however, such equipment may only connect to the RISD’s wireless BYOD-Staff network. LAN connections are prohibited. RISD will not provide any support or software for personal computing devices. Please note that the Internet is a network of many types of communication and information networks. It is possible that some objectionable material may be accessed. The District utilizes filtering technology to restrict access to such material; however, it is not possible to absolutely prevent such access. It is the responsibility of each employee to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE:

- **Employees are responsible for the security of their equipment. To prevent unauthorized use or viewing of confidential information, employees should LOCK their computers when leaving their workstation.**
- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- The employee will be held responsible at all times for the proper use of the account. The District may suspend or revoke access if the rules are violated.
- Be aware that people who receive e-mail from a school address may think the message represents the District’s point of view.
- Pictures of students may only be posted if the parent/guardian has given permission for posting (I consent to the release of my child’s information for director information for school sponsored purposes and display of student work). Parents/Guardians select this option as part of the online registration in Skyward. Teachers can see this form in Skyward under the student’s profile, Custom Forms, Release of Student Information.
- Unless an exception has been made in accordance with the Employee Handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.
- All employees shall be held to the same professional standards in their public use of electronic communications as for any other public conduct. If an employee’s use of electronic communication violates state or federal law or District policy, or interferes with the employee’s ability to effectively perform his or her job, the employee is subject to disciplinary action, up to and including termination of employment.
- Equipment issued by Rockwall ISD is the property of Rockwall ISD. The employee is responsible for caring for all equipment issued to him/her with care. Keep equipment secure at all times. Never leave a laptop in a vehicle. Do not write on, draw on, or place stickers/labels on district issued equipment. If a laptop is stolen or damaged, contact the Technology Department.

INAPPROPRIATE USE:

- Using the system for any illegal purpose. Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review, including, but not limited to, the use of a VPN.
- Using another person’s Rockwall account or logging onto a computer or email system with another user’s password is prohibited.
- Downloading or utilizing copyrighted information without permission from the copyright holder. This includes streaming media. Employees should check the Terms of Use for all streaming media before using.
- Intentionally hacking or sabotaging computer systems.
- Accessing materials that are abusive, obscene, sexually oriented, illegal, threatening, harassing, or damaging to another’s reputation or illegal. Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Gaining unauthorized access to restricted information or resources.
- Pretending to be someone else when transmitting or receiving messages.

CONSEQUENCES FOR INAPPROPRIATE USE:

- Suspension of access to the system and/or revocation of the computer system account.
- Other disciplinary or legal action, in accordance with District policies and applicable law.

I understand that my electronic mail transmissions and other use of the District computer system are not private and may be monitored, reviewed, audited, intercepted, accessed, or disclosed at any time by designated District staff to ensure appropriate use.

I have read the District Electronic Communication System Policy and the Acceptable Use Form and agree to abide by these provisions. In consideration for the privilege of using the District electronic communication system and in consideration for having access to public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District policy and administrative regulations.

The District shall not be liable for an employee’s inappropriate use of electronic communications resources or violations of copyright restrictions or other laws, an employee’s mistakes or negligence, and for any costs incurred by employees through the use of the System. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. No warranties of any kind are offered either expressed or implied.

(Employee Signature)

(Date)

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.

This handbook is neither a contract nor a substitute for official District policy. It is not intended to alter the at-will status of non-contract employees in any way. 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. Policy manuals are available on the Intranet through the Rockwall Independent School District website (www.rockwallisd.com) and are available for employee review in hard copy during normal working hours at the RISD administration offices located at 1050 Williams Street, Rockwall, Texas 75087.

Substitutes will be receiving an electronic copy of this handbook each year and will complete the employee handbook receipt at the beginning of each school year.

DISTRICT INFORMATION

BOARD OF TRUSTEES

Policies BA, BB series, BD series and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees consists of members elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board Members are elected annually in May and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District.

The Board of Trustees meets on the third Monday of each month typically at 6:00 p.m. in the RISD Administration/Education Center, Room 600, 1050 Williams Street. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District Website and at the RISD Administration Building, 1050 Williams Street, at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. A closed session 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 legislation.

ADMINISTRATION

Superintendent - Dr. John Villarreal
Chief Academic Officer - Elementary - Dr. Mary Johnston
Chief Student Services Officer – Dr. Kelvin Stroy
Sr. Chief Financial Officer - David Carter
Chief Human Resources Officer - Mark Speck
Chief Academic Office – Secondary - Dr. Megan Gist
Chief Communications Officer - Renae Murphy

For a complete list of all staff, please refer to our website at www.rockwallisd.com.

CAMPUS DIRECTORY:

Amanda Rochell Elementary School...Lindy Lewis, Principal
899 Rochell Court, Rockwall, Texas 75032...972-771-2112

Amy Parks-Heath Elementary School...Amy Sparks, Principal
330 Laurence Drive, Heath, Texas 75032...972-772-4300

Billie Stevenson Elementary School...Mike Pitcher, Principal
636 Stevenson Drive, Fate, Texas 75087...469-698-7474

Celia Hays Elementary School...Kelli Crossland, Principal
1880 Tannerson Drive, Rockwall, Texas 75087...469-698-2800

Doris Cullins-Lake Pointe Elementary School...Kelly Haack, Principal
5701 Scenic Drive, Rowlett, Texas 75088...972-412-3070

Dorothy Smith Pullen Elementary School...Michael Stuart, Principal
6492 FM 3097, Rockwall, Texas 75032...972-772-1177

Dorris A. Jones Elementary School...Teresa Twedell, Principal
2051 Trail Glen, Rockwall, Texas 75032...972-772-1070

Grace Hartman Elementary School...Jill Ebeling, Principal
1325 Petaluma Drive, Rockwall, Texas 75087...972-772-2080

Howard Dobbs Elementary School...Luz Biehle, Principal
901 E. Interurban Street, Rockwall, Texas 75087...972-771-5232

Linda Lyon Elementary School...Lori Bailey, Principal
2186 Trophy Drive, Heath, Texas 75032...214-771-4910

Lupe Garcia Elementary School...Crystal Shaklee, Principal
310 Williamsburg Parkway, Fate, Texas 75132...469-698-2870

Nebbie Williams Elementary School...Paige White, Principal
350 Dalton Road, Rockwall, Texas 75087...972-772-0502

Ouida Springer Elementary School...Andrea Olive, Principal
3025 Limestone Hill Lane, Rockwall, Texas 75032...972-772-7160

Sharon Shannon Elementary School...Laurie Branch, Principal
3130 Fontanna Boulevard, Rockwall, Texas 75032...469-698-2900

Sherry and Paul Hamm Elementary School ...Danielle Patterson, Principal
2911 Greenway Drive, Rockwall, Texas 75087...469-698-2854

Virginia Reinhardt Elementary School...Amanda Payne, Principal
615 Highland Drive, Rockwall, Texas 75087...972-771-5247

Herman E. Utley Middle School...Kristin Marceau, Principal
1201 Townsend Drive, Rockwall, Texas 75087...972-771-5281

J.W. Williams Middle School...Dr. Christina Bradford, Principal
625 East FM 552, Rockwall, Texas 75087...972-771-8313

Maurine Cain Middle School...Brittany Zabochnik, Principal
6620 FM 3097, Rockwall, Texas 75087...972-772-1170

Rockwall High School...Dane Steinberger, Principal
901 Yellowjacket Lane, Rockwall, Texas 75087...972-771-7339

Rockwall – Heath High School...Todd Bradford, Principal
801 Laurence Drive, Heath, Texas 75032...972-772-2474

Rockwall Quest Academy... Kody Hergert, Principal
1050 Williams Street, Rockwall, Texas 75087...972-772-2077

Dr. Gene Burton College & Career Academy...Allison Belliveau, Principal/Executive Director of CTE
2301 S. John King Blvd., Rockwall, Texas 75032...469-698-0660

SCHOOL CALENDAR

For a copy of the 2023-2024 school calendar, visit our website at <http://www.rockwallisd.com>

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Rockwall ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Mr. Mark Speck, Chief Human Resources Officer, 1050 Williams Street, Rockwall 75087; 972-771-0605. Reports can be made at any time and by any person, including during non-business hours, by mail, email (mark.speck@rockwallisd.org), or by phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees with concerns regarding discrimination on the basis of a disability: Ms. Katy Hill, Director of 504 and Intervention Services, 1050 Williams Street, Rockwall 75087; 972-771-0605.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent or designee.

COMMITMENT

As a Substitute for Rockwall Independent School District, you are making a special commitment to work when called.

To retain your active substitute status for the following year, we ask that you:

- Work a minimum of fifteen (15) full days per semester.
- Return the annual Letter of Reasonable Assurance emailed to you each Spring.
- Attend and complete all requested documents during the Annual Renewal Workshop.

AT-WILL EMPLOYMENT

Policy DCD

Your employment is on an At-Will basis. At-Will employees may be terminated at any time, for any reason, or for no reason, except for legally impermissible reasons.

SUBSTITUTE WORK SCHEDULE

FULL DAY	Elementary	7:30 a.m. – 3:30 p.m.
	Secondary	8:00 a.m. – 4:00 p.m.
HALF-DAY	Elementary	7:30 a.m. – 11:30 a.m.
		11:30 a.m. – 3:30 p.m.
	Secondary	8:00 a.m. – 12:00 p.m.
		12:00 p.m. – 4:00 p.m.

Please arrive 15 minutes before your assignment, to check in with the campus substitute coordinator, your keys and locate your classroom, etc.

SUBSTITUTE RESPONSIBILITIES

Flexibility is imperative. Campus administrators may assign you to cover a different assignment than the one you originally chose, or assign you to another campus duty during your assignment's conference period.

REMINDERS:

- Always wear your Substitute badge.
- Sign in with the Campus Substitute Coordinator and pick up Substitute Folder.
- Confirm bell schedule, lunch schedule, and ask about any duties, drills or assemblies.
- Locate your teacher's daily schedule, list of class helpers, seating chart, lesson plans, plan book, textbooks and any other needed materials.
- Meet the lead teacher and neighboring teachers who can help answer questions about classwork or assist with students.
- Check your teacher's mailbox for any handouts that are to be given to students.

DURING THE SCHOOL DAY:

- Attendance must be recorded and submitted to:
 - Elementary – Front office by 8:10 a.m. and 10:30 a.m. – absences only
 - Secondary – Within the first ten (10) minutes of every class period
- Follow the teacher's lesson plans and seating chart.
- Supervise hallways during arrival and dismissal of students.
- Follow the bell schedule. Do not release students before the bell rings.
- Report serious accidents, illness, or discipline problems to campus nurse or campus administrator immediately.

AT THE END OF THE SCHOOL DAY:

- Have students prepare classroom for dismissal.
- Supervise hallways.
- Grade any written work as directed by your teacher.
- Leave a brief summary for the returning teacher.

CLASSROOM MANAGEMENT:

- Show respect for each student.
- Never use physical contact of any kind.
- At the beginning of the class, state clearly what you expect of their behavior.
- Use seating chart and learn students' names as quickly as possible.
- Use positive reinforcement.
- Refrain from texting or emailing during class time or while supervising students.
- Never leave the classroom unattended.

Remember: Substitutes who walk around the classroom monitoring student work and conduct maintain much better classroom control.

DISCIPLINE

As a Substitute, you are expected to act as the regular classroom teacher. You are expected to assume the responsibility for discipline of the students. Substitutes are to maintain effective control at all times. Substitutes should exhibit respect and courtesy at all times. Always consider your choice of words.

Report discipline problems to the campus administration.

Conditions, which may lead to a student's removal from the classroom:

- Serious disruption of the class.
- Failure of the student to comply with the normal classroom routine.

The use of physical force should be limited to defending against physical injury to another person, one's self, or the preservation of property. In no case, should a substitute strike a student or physically direct a student in anger or for disciplinary reasons.

NEW DATA REQUIREMENTS

The United States Department of Education (USDE) has issued the final guidance on the adoption of new federal standards for collecting and reporting ethnicity and race data for students and staff. The USDE requires that ethnicity and race be collected separately using a specific two-part response in a specific order. The Texas Education Agency (TEA) is implementing this new federal standard for the collection of ethnicity and race.

New employees will be asked to complete the form, which designates one selection under ethnicity and allows for more than one selection under race. If you decline to provide this information, the USDE requires school Districts to use observer identification as a last resort to collect data for federal reporting.

If current employees wish to revise the ethnicity and race form on file, please contact the Department of Human Resources.

JOB VACANCY ANNOUNCEMENTS

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the District's website at (www.rockwallisd.com).

EMPLOYMENT AFTER RETIREMENT

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full or part-time basis without affecting their benefits, according to TRS rules and State law. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees can contact TRS for additional information by calling (800) 223-8778 or (512) 542-6400. Information is also available on the TRS website (www.trs.texas.gov).

SEARCHES, ALCOHOL, AND DRUG TESTING

Policy CQ, DHE

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact The Department of Human Resources.

BREAKS FOR EXPRESSION OF BREAST MILK

Policies, DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the public can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

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

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Benefits Coordinator Debbie Roberts (North Campuses) or Rhonda Franks (South Campuses) at 972-771-0605 to begin the interactive process.

OUTSIDE EMPLOYMENT AND TUTORING

Policy DBD

Employees are required to disclose in writing to their immediate supervisor, any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

COMPENSATION AND BENEFITS

SALARIES, WAGES

Policy DEA, DEAA, DEAB

PAYCHECKS

Substitutes are paid monthly based on actual hours worked. Scheduled pay dates are the 25th of each month. If the scheduled pay date falls on Saturday or Sunday, payday will be the Friday before the weekend. Requests by individuals for early preparation or distribution of their check will not be honored. Paychecks will not be released to individuals other than the District employee named on the check without written authorization.

Employees needing to make changes in deductions or other information should contact the Department of Human Resources. Changes must be received by the 13th of the month to be reflected in the paycheck that month. Changes received after the 13th will be effective the following month.

To access detailed payroll information, log onto www.rockwallisd.com and select our Staff Link. Click on Skyward Employee Access and enter your Skyward user name and password. Then select Employee Access and then Payroll.

PAYROLL DEDUCTIONS

Policy CFEA

The District is required to make the following payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired in this District on or after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable
- Other payroll deductions employees may elect to include are deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; higher education savings plans, health savings accounts or prepaid tuition programs; and savings deposits through the Credit Union of Texas.
- Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

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

**2023-2024
MONTHLY PAYROLL DATES**

MONTH	PAY DATE	CUT OFF DATE	PAY PERIOD
SEPTEMBER	9/25/2023	9/2/2023	8/6/2023 - 9/2/2023
OCTOBER	10/25/2023	10/7/2023	9/3/2023 - 10/7/2023
NOVEMBER	11/17/2023	11/4/2023	10/8/2023 - 11/4/2023
DECEMBER	12/15/2023	12/2/2023	11/5/2023 - 12/2/2023
JANUARY	1/25/2024	1/6/2024	12/3/2023 - 1/6/2024
FEBRUARY	2/23/2024	2/3/2024	1/7/2024 - 2/3/2024
MARCH	3/25/2024	3/2/2024	2/4/2024 - 3/2/2024
APRIL	4/25/2024	4/6/2024	3/3/2024 - 4/6/2024
MAY	5/24/2024	5/4/2024	4/7/2024 - 5/4/2024
JUNE	6/25/2024	6/1/2024	5/5/2024 - 6/1/2024
JULY	7/25/2024	7/6/2024	6/2/2024 - 7/6/2024
AUGUST	8/23/2024	8/3/2024	7/7/2024 - 8/3/2024

Direct Deposit will be available by 8:00 AM on payday. You may enroll in direct deposit at any time by completing the ACH Authorization Form, attaching a voided check and sending it to the payroll office by the cutoff date (in order to be effective for the current pay period).

If you are already enrolled in Direct Deposit, please do not close your bank account without notifying the Payroll Department as soon as possible.

Substitute Pay Rates 2023-2024



LEVEL OF EDUCATION	DAYS WORKED	DAILY RATE OF PAY
Certified	1 – 10 days	\$110.00/day
Degreed	1 – 10 days	\$100.00/day
Non-degreed	1 – 10 days	\$90.00/day
Certified	11 + days in one consecutive assignment	\$140.00/day
Degreed	11 + days in one consecutive assignment	\$125.00/day
Non-degreed	11 + days in one consecutive assignment	\$115.00/day
Registered Nurse		\$200.00/day

DAILY RATES OF PAY ARE BASED ON YOUR LEVEL OF EDUCATION
(example: You make the same daily rate substituting for a Teacher, Instructional Assistant or Secretary).

FRIDAYS = DAILY RATE + \$10.00*

*Applies to all Fridays unless you are filling a long term substitute assignment of 10+ days, in which case daily rate + \$10.00 only applies to the first 10 days of the long term assignment.

All rates of pay are based on an eight (8) hour day. Half day jobs that extend past 4 ½ hours will qualify for a full day’s pay.

Please be prepared to work the remainder of the day if asked.

AFFORDABLE CARE ACT - ELIGIBILITY FOR DISTRICT HEALTH INSURANCE

Due to changes mandated by the federal Affordable Care Act, a District substitute is eligible to enroll in TRS-Active Care if they work 10 or more hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Rockwall ISD.

Although the District reasonably expects substitutes to work at least 10 hours per week, we do not guarantee that you will receive 10 hours every week. The District's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, we understand that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment July 10 – August 17, 2023. If you decline coverage, you cannot enroll again until the next plan year unless you experience a qualifying enrollment event.

During the open enrollment period from July 10, 2023 -August 17, 2023, it will be MANDATORY that you complete the TRS-Active Care Enrollment Application and Change Form. The Affordable Care Act (ACA) requires the District to record benefit elections and declination for each individual employee.

If you elect to enroll, you will be responsible for the full premium. You must submit payment for one calendar month on the first day of each month. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire.

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore you would not be eligible for COBRA.

To access information on TRS-ActiveCare Health Insurance Plans, please go to:
<https://ffbenefits.ffga.com/rockwallisd/>

WORKERS' COMPENSATION INSURANCE

Policy CRE

The District, in accordance with State law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Benefits Coordinator and your immediate supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

UNEMPLOYMENT COMPENSATION INSURANCE

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months, if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Workforce Commission at (888) 657-8742 or at <http://www.twc.state.tx.us/ui/uiclaim.html>.

TEACHER RETIREMENT

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitute's not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of credible service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Department of Human Resources during the retirement year. TRS provides a 90-day window after the date of retirement for a retiree to select any coverage provided under TRS-CARE and permits enrollment during other open enrollment periods established by TRS rules. Information on the application procedures for TRS benefits are available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web at (www.trs.texas.gov).
benefits.

For more information please visit www.rockwallisd.com and link to staff and employee benefit website.

COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of the organization if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. For ease of reference, the District's policy concerning the process of bringing concerns and complaints is available on the Internet through the RISD website (www.rockwallisd.com). At the bottom of the home page, click on the Policies and Procedures icon. Under Grievances, you will find Complaint and Grievance Procedure forms.

EMPLOYEE CONDUCT AND WELFARE

STANDARDS OF CONDUCT

Policy DH

A Substitute shall take pride in the profession and in the schools of Rockwall ISD, showing respect to campus staff and students. A Substitute shall support and follow Rockwall Independent School District policies and procedures.

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

All District employees should perform their duties in accordance with state and federal law, District policy and procedures, and ethical standards.

Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record (refer to section on Employee Arrests and Convictions), must be reported to SBEC no later than the seventh day after the Superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information. Contact the Department of Human Resources for further information.

The *Educator Code of Ethics* which all District employees must adhere to is reprinted below:

TEXAS EDUCATORS' CODE OF ETHICS

Statement of Purpose

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 progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personal 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 based on race, color, religion, national origin, age, gender, disability, family status or sexual orientation.

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communications.

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 information;
- (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 student.

EMPLOYEE STANDARDS OF CONDUCT

DH (LOCAL)

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

All District employees 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.

VIOLATIONS OF STANDARDS OF CONDUCT

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

SAFETY REQUIREMENTS

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

HARASSMENT OR ABUSE

Employees shall not engage in prohibited harassment, including sexual harassment of:

1. Other employees. [See DIA]
2. Students [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

RELATIONSHIPS WITH STUDENTS

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO AND E-CIGARETTES

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

ALCOHOL AND DRUGS

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering 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)] A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS

An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated 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 on 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, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
 - Acts constituting abuse under the Texas Family Code.

DRESS AND GROOMING

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

Employee Dress Code

General Guidelines

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the following standards:

- Employees may not wear clothing items prohibited by the student handbook.
- No tight or form fitting pants, stretch pants, yoga pants or leggings may be worn, unless under a skirt, or dress, that complies with the dress code.
- Staff are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive to the education environment as determined by Principal or Supervisor.
- Employees should wear clothing that is professional as it pertains to necklines and shirt/skirt lengths.
- All administrative staff are expected to dress in a professional manner.
- Good personal hygiene is required at all times.

Hair - Hairstyles and facial hair must be neat in appearance and present a professional style.

Shoes - Footwear shall exclude flip-flops and slippers.

Jeans - Jeans may be worn on days designated by the principal or supervisor, (i.e., designated spirit days, and teacher in-service days).

Support Staff - Auxiliary employees in maintenance, transportation, child nutrition, and positions requiring a uniform are expected to dress in a manner appropriate to their position and type of work, and shall comply with dress and grooming guidelines specified by their supervisors in the handbooks for those positions.

Piercings /Body Ornamentation/ Tattoos – Ear and nose piercings are permitted so long as they are not disruptive or distracting to the learning environment. Other visible body piercings and tongue piercings are not permitted. Tattoos and body art must not be visible and must be appropriately covered.

Exceptions to Guidelines

- Physical education staff/coaches may choose to wear appropriate attire, approved by the administration, during the physical education instructional or athletic periods (duty hours).
- Instructors in CTE, industrial or special education classes may wear clothing and shoes deemed necessary for the safety of the employee.

The campus principal and/or supervisor will be solely responsible for initially interpreting and enforcing the dress code, and may approve variations of the dress code for special situations such as field day, spirit day, etc.

All Staff

- All staff must wear their Rockwall ISD badge at all times during business hours,
- In the case of an epidemic, pandemic, or other circumstances involving a communicable disease, employees may be required to utilize face coverings, face shields, or other personal protective equipment when executing their duties and responsibilities as employees.

If you have questions concerning dress requirements, please contact the Department of Human Resources. Concerns regarding dress code requirements may be appealed as provided by Board Policy DGBA (Legal) and DGBA (Local).

CRIMINAL HISTORY BACKGROUND CHECKS

Policy DBAA

Substitutes may be subject to 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 and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and State Board for Educator Certification with access to current national criminal history.

EMPLOYEE ARRESTS AND CONVICTIONS

Policy DH, DHB, DHC

A Substitute who is arrested for any felony or any offense involving moral turpitude must report the arrest to the Department of Human Resources within three calendar days of the arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude.
- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol
- Acts constituting abuse or neglect under the Texas Family Code

If an educator is arrested and/or criminally charged, the superintendent is also required to report the educators' criminal history and misconduct to the Division of Investigations at TEA.

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

Misconduct or allegations of misconduct include:

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

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

Misconduct or allegations of misconduct include:

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

DISCRIMINATION, HARASSMENT, AND RETALIATION

Policies DH, DIA

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

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

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

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

EMPLOYEE WELFARE FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA (LOCAL)

Note: This policy addresses discrimination, harassment, and retaliation against District employees. For Title IX and other provisions regarding discrimination, harassment, and retaliation against students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

DEFINITIONS	Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.
STATEMENT OF NONDISCRIMINATION	The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
DISCRIMINATION	<p>Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.</p> <p>In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.</p>
PROHIBITED CONDUCT	<p>In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p> <p>Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]</p>
PROHIBITED HARASSMENT	<p>Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none">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; or3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

SEX-BASED
HARASSMENT

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive , name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

SEXUAL
HARASSMENT

Sexual harassment is a form of sex discrimination 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 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, contact, or communication, including electronic communication.

REPORTING
PROCEDURES

Any employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT
OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

ALTERNATIVE REPORTING PROCEDURES	An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.
	A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
TIMELY REPORTING	To ensure the District’s prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.
NOTICE OF REPORT	Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.
	Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.
INVESTIGATION OF REPORTS OTHER THAN TITLE IX	The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.
	The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.
INITIAL ASSESSMENT	Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.
INTERIM ACTION	If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.
DISTRICT 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 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.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District 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 prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

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.

APPEAL

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

The complainant may have a right to file a complaint with appropriate state or federal agencies.

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

RESPONSE TO SEXUAL
HARASSMENT—TITLE IX
GENERAL RESPONSE

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

TITLE IX
FORMAL
COMPLAINT
PROCESS

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District’s website. In compliance with Title IX regulations, the District’s

Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

**STANDARD OF
EVIDENCE**

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

RETALIATION The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

EXAMPLES Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

RECORDS RETENTION The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District’s records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District’s Title IX formal complaint process.]

ACCESS TO POLICY AND PROCEDURES Information regarding this policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be posted on the District’s website, to the extent practicable, and readily available at each campus and the District’s administrative offices.

HARASSMENT OF STUDENTS

Policies DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct, based on sex, including sexual harassment, of a student shall immediately notify the district’s Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by the district policy. The district’s Title IX coordinator’s name and contact information is listed in the Equal Employment Opportunity section of this handbook.

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 suspicious to the appropriate authorities, as required by law.

The District’s policy that includes definitions and procedures for reporting and investigating harassment of students is available at: <http://rockwallisd.com/ABOUTRISD/Districtpolicies.asp>.

The definition of solicitation of a romantic relationship is as follows:

(DHB LEGAL)
“SOLICITATION
OF A ROMANTIC
RELATIONSHIP”

“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(50)

A superintendent may notify SBEC of any educator misconduct that the superintendent believes in good faith may be subject to sanctions by SBEC. *19 TAC 249.14(d)*

FFH (LOCAL), and FFH (REGULATION)

STUDENT WELFARE FROM DISCRIMINATION, HARASSMENT & RETALIATION

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

STATEMENT OF NON-DISCRIMINATION
The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION
Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED HARASSMENT
Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, and 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.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES
Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for 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 kinds of aggressive conduct such as theft or damage to property.

SEXUAL
HARASSMENT
BY AN
EMPLOYEE

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; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. 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
 - b. 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. [See DF]

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 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.

DATING
VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship.

Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct 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 dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student’s family members, or members of the student’s household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student’s spouse or current dating partner, or encouraging others to engage in these behaviors.

RETALIATION The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

EXAMPLES Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student’s performance in the classroom.

PROHIBITED CONDUCT In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

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

Alternatively, a student may report prohibited conduct directly to one of the District officials below.

DEFINITION OF DISTRICT OFFICIALS For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Mark Speck (mark.speck@rockwallisd.org)
 Position: Chief Human Resources Officer
 Address: 1050 Williams Street, Rockwall, TX 75087
 Telephone: (972) 771-0605

ADA/
SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Katy Hill (katy.hill@rockwallisd.org)
Position: Director of 504 and Intervention Services
Address: 1050 Williams Street, Rockwall, TX 75087
Telephone: (972) 771-0605

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY
REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF
REPORT

Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

NOTICE
TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

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 notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct 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 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.

CONCLUDING
THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District 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 prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

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.

APPEAL

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

RECORDS
RETENTION

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

ACCESS TO
POLICY

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

REPORTING SUSPECTED CHILD ABUSE

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), 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 reasonable cause to believe. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from 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. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report 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 agencies.

Reporting the concern to the principal does not relieve the employee of the requirement to report 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 investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children. The plan is outlined in our District Improvement Plan, which can be found on the RISD Home Page.

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 otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect.

Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

REPORTING CRIME

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act.

State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

PERSONAL USE OF ELECTRONIC COMMUNICATIONS

Policy CQ, DH

"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.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting within the course and scope of District employment, on/off school property, and/or within the workday. Employees will be held to the same professional standards in their public use of electronic media as for any other public conduct in accordance with District policies and state and federal law. Should an employee's use of electronic media interfere 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.

Should an employee wish 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. Employees are also responsible for maintaining privacy settings appropriate to the content of the social media and are responsible for monitoring social media sources for appropriate content on a continuous basis.

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

- Employees are expected to follow the District's Acceptable Use Policy with regard to the use of personal social media.
- The employee shall limit the use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos during breaks, meal times, and before and after scheduled work hours; unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- Employees shall not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment and/or during the employee's duty day if it affects the performance of professional duties.
- Employees shall not use the district's name, logo, pictures of students, facilities, related topics, or other copyrighted material of the district without express, written consent from the District.

- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- Employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

Confidentiality of student records. This includes discussing any information online or otherwise that could lead to the identification of a particular student or in any manner violates the Family Education Rights and Privacy Act. (“FERPA”). [See Policy FL, GBA Legal]

Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]

Confidentiality of district records, including educator evaluations and private e-mail addresses. (i.e., parent email addresses), crime victims, victims of abuse, etc. [See Policy GBA]

Copyright law. [See Policy CY]

Prohibition against harming others by knowingly making false statements about a colleague, students or the school system. [See DH (EXHIBIT)]

USE OF ELECTRONIC COMMUNICATIONS WITH STUDENTS

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

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

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.

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*. Unsolicited contact from a student through electronic means is not a communication.

Certified or licensed employee means a person employed in a position requiring State Board of Educator Certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes all individuals identified in Chapter 21 of the Texas Education Code, classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

ACCEPTABLE ELECTRONIC COMMUNICATION METHODS

Electronic communication methods are deemed “acceptable” because they have been vetted for compliance with COPPA (Children’s Online Privacy Protection Act), have accounts that can be monitored by the District, and/or have data that is retrievable and may be produced as documentation, if required.

- Skyward Family Access
- District Email (Office 365)
- Rockwall ISD Google Accounts
- District-provided Teacher Webpages
- District-provided Curriculum Resources (such as, Canvas, See Saw, Edgenuity,etc)
- Remind

Note: If teachers use Remind with students, they must have signed parent permission each year. Parents can be directed to complete this form online in Skyward Family Access. Staff members should purge their class lists at the end of each year.

- RANK ONE
- Text Message [Policy DH (EXHIBIT)]
 - The employee shall include his or her supervisor as a recipient on each text message to the student, or send a copy of each text message to the employee’s and his/her supervisor’s District email addresses so that the student and supervisor receive the same message.
 - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.

An employee who uses electronic media to communicate with students shall observe the following:

- 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 shall use District approved “acceptable electronic communication methods” for the purpose of communicating with students.
- The employee is permitted to communicate directly with any student, via electronic media, only in a professional capacity during reasonable hours.
- The employee does not have a right to privacy with respect to communications with students and parents in violation of this policy.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator’s Code of Ethics [Policy DH (EXHIBIT)], 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. [See Policy CY]

- The employee is prohibited 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 one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- All staff are required to use approved electronic communication methods for all electronic communications with parents. Communication about school issues through personal email accounts or text messages is not allowed as they cannot be preserved in accordance with the district's record retention policy.

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.

TOBACCO PRODUCTS AND E-CIGARETTE USE

Policies DH, FNCD, GKA

State law prohibits smoking using tobacco, or e-cigarettes on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are to be displayed in prominent places in all school buildings.

GIFTS AND FAVORS

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B Misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

COPYRIGHTED MATERIALS

Policy CY

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

ASSOCIATIONS AND POLITICAL ACTIVITIES

Policy DGA

The District will not directly or indirectly encourage or discourage employees from participating in political affairs, or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of District resources, including work time, for political activities is prohibited.

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

CHARITABLE CONTRIBUTIONS

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

SAFETY AND SECURITY

Policy CK series

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page **55** for additional information.

The following safety and security measures will be enforced:

- Employees must wear their Rockwall ISD Identification badge at all times while on District property during business hours.
- All exterior doors shall be closed and locked at all times. Exterior doors shall not be propped open.
- All classroom doors will remain locked at all times.
- No device shall be placed on any door, exterior or classroom, which would interfere with its normal closing and locking.
- Teachers will not be allowed to share keys that are issued to them; including giving keys to students to unlock a door.

- Any door or door lock that becomes inoperative will immediately be reported to the Facilities Department and the Director of Safety and Security. Administrators will submit a work order and the repairs will be a priority for an immediate repair.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve District equipment, employees must comply with the following requirements:

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.

Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion. Employees with questions or concerns relating to safety programs and issues can contact the Student Services Department.

BLOODBORNE PATHOGENS

Bloodborne Pathogen training is required for all employees who are considered to have an occupational risk of exposure. In accordance with the Health and Safety Code of the State of Texas, all campus employees will receive training coordinated by the campus healthcare professional.

Employees who are considered to have an occupational risk of exposure will be offered the Hepatitis B vaccine at no cost. Employees who decline to receive the vaccine may later elect to receive the Hepatitis B vaccine at no cost. The Pathogen Exposure Control Plan will be available on each campus or from the Health Services Director. (Federal Standard CFR 1910)

POSSESSION OF FIREARMS AND WEAPONS

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. 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.

No violation of this policy occurs when:

1. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view;
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities.

VISITORS IN THE WORKPLACE

Policy GKC

All visitors are expected to enter any District facility through the main entrance and report to the building's main office. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Rockwall ISD employs the use of the Raptor visitor registry system at all campus sites. This program is designed to help campus administrators maintain positive identification of all visitors and to identify those individuals who are listed as Registered Sexual Offenders who might desire to enter one of our schools. All visitors will be required to present a governmental identification when entering the campus.

This identification will be scanned for immediate notification of the status of the visitor. Picture identification will be then issued for each visitor to the campus.

ASBESTOS MANAGEMENT PLAN

Policy CKA

The District is committed to providing a safe environment for employees. Our Environmental Supervisor has developed an asbestos management plan for each school. A copy of the District's management plan is kept in the Department of Maintenance and is available for inspection during normal business hours.

PEST CONTROL TREATMENT

Policies CLB, DI

Rockwall Independent School District allows only people holding a license with TDA and the approval of the IPM Coordinator to purchase, store and apply any type of pesticides on district property. A pesticide is defined as a substance or mixture of substances intended for destroying, repelling, or mitigating any pest. (This includes items such as glue boards, flytraps, and EEPA-approved products). A pest is defined as any living thing that exists where it is not wanted.

Rockwall ISD is committed to following the principles of Integrated Pest Management, IPM as required in Division 7 section 7.202 through 7.204 of the Texas Administrative Code in all pest control activities that take place on District property.

Notices of planned pest control treatments will be posted in a District building 48 hours before the treatment begins. Notices, when applicable, are to be located on the front door.

Individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified via email by the District's IPM Coordinator. In addition, a Consumer Information Sheet is available upon request.

A copy of the District IPM policy is available upon request from the Facility Services Environmental Technician (972-772-1148).

GENERAL PROCEDURES

PERSONNEL RECORDS

Policies DBA, GBA

Most District records, including personnel records, are public information and must be released upon request. Substitutes may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Emergency contact information
- Information that reveals whether they have family members

EMERGENCY SCHOOL CLOSING

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, release students early, or cancel school, District officials will post a notice on the District's Website, social media, and mobile app and notify by phone call and email. The following radio and television stations are also notified:

Channel 4	Channel 8
Channel 5	Channel 11

You can also access current information at the Rockwall Independent School District website at www.rockwallisd.com.

STUDENT ISSUES

BULLYING

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to their direct supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

STUDENT WELFARE FFI
FREEDOM FROM BULLYING
FFH (LOCAL)

Note: This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	
Student Report	To obtain assistance and intervention, any student who believed that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principals, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Employee Report	Any District Employee who suspects or received notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The Principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The Principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigations under FFH shall include a determination on each type of conduct.
Investigation of Report	The Principal or designee shall conduct an appropriate investigation based on the allegation in the report. The Principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation if appropriate.
Concluding the Investigation	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The Principal or designee shall prepare a final, written report of the investigation. The report shall include a determination or whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
Notice to Parents	If an incident of bullying is confirmed, the Principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
Discipline	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The Discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers The Principal or designee shall refer to FDB for transfer provisions.

Counseling The Principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

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.

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

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

Access to Policy and Procedures This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website (www.rockwallisd.com), to the extent practicable, and shall be readily available at each campus and District's administrative offices.

HAZING

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the principal, Superintendent, or designee.

Education Code 37.152(a)

“Hazing” means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, and confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
6. Any teacher, student or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing, must report the fact or suspicion to the campus administrator.

CONFIDENTIAL INFORMATION

Substitutes are expected to keep information regarding the school, students, teachers, parents and administrators confidential, unless disclosure is required by law.

STUDENT RECORDS

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Substitutes should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests.

The RISD Student Handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

STUDENT CONDUCT AND DISCIPLINE

Policies FN and FO Series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by the District. If you have concerns about a particular student's conduct, you should contact the campus administrator.

ADMINISTERING MEDICATION TO STUDENTS

Policy FFAC, FFAF

Only designated employees may administer medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with District policy and procedures. A student who must take any other medication during the school day must bring a written request from his/her parent and the medicine, in its original, properly labeled container. Contact the principal or nurse for information on procedures that must be followed when administering medication to students.

CONTACTING PARENTS

Substitutes should not contact parents directly regarding a student. Notify office personnel, campus administration or a classroom teacher, should parent contact be deemed necessary.

RELEASE OF STUDENTS

Under no circumstances are students to be released from the classroom without written notice from an administrator's office, the attendance office, the counselor's office or the nurse.

SCHOOL PROPERTY

It is expected that you will create an environment conducive to learning and will maintain good order wherever assigned. You are legally and professionally responsible for the welfare of students and school property.

ALCOHOL, DRUGS, AND TOBACCO PROHIBITED

Substitutes shall not manufacture, distribute, possess, use or be under the influence of any substance during working hours while at a campus, on campus property, in District vehicles or at school related activities.

WEAPONS PROHIBITED

The District prohibits the use, possession or display of any firearm, illegal knife, club or other prohibited weapon as defined in FNCG (Legal) while at a campus, on campus property, in District vehicles or at school related activities.

EMERGENCIES

All Substitutes should be familiar with the safety procedures for responding to a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, secure, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

WEATHER EVENT

- *Secure class roster.*
- Move everyone to an inside wall away from windows.
- Direct students to “duck and cover” if necessary. Follow instructions of campus administration.

EVACUATION EVENT

- *Secure class roster and belongings.*
- Students are to file out in a single, orderly file to a primary exit as posted or directed by an administrator.
- Close classroom door.
- Be observant as you leave and make note of anything unusual or suspicious.
- Move to location as directed by campus administrator or per information found in substitute folder.
- Take an accurate account of students and immediately advise campus administration of any missing students.

CRISIS OR LOCK-DOWN EVENT

- Close classroom door and turn off the lights.
- Keep students quiet and move everyone to an interior wall away from doors and windows.
- Remain quiet until a **campus administrator** or someone with a key unlocks the door.

Note: If you are outside when a lockdown occurs, move students to the best secure location. In any type of event, **the students in your care are your first priority**. Stay as calm as possible, which will help the students remain calm.