



**EAGLE MOUNTAIN
SAGINAW ISD**

Fostering a Culture of Excellence

SUBSTITUTE HANDBOOK

Welcome to EMS ISD

We are excited to have you serve as an EMS ISD substitute teacher. You are a valuable part of the commitment we make to our students, parents, and community. Each day, our substitutes play a vital role to ensure high levels of learning, achievement, and safety. Our goal is to give you the information and resources necessary to be successful in your substitute assignment. This handbook contains policies, guidance, and important information that will pave the way for a successful year. Please note, not all district policies and procedures are included. Those that are included have been summarized.

This handbook is neither a contract nor a replacement for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to, and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.emsisd.com. Should you need any assistance, please call our Human Resources Department at (817) 232-0880.

District Information

Beliefs

We believe that:

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

Mission Statement, Goals and Objectives

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

Substitute Eligibility Requirements

- Our substitute applications can be found at www.emsisd.com along with additional information about the hiring process.
- In compliance with Senate Bill 9, substitute candidates are required to submit to a background check and fingerprinting. Fingerprinting can be scheduled with our HR department and conducted at our Administration Building.
- College transcripts must be submitted and verified to earn the “60 Hours of College Credit” pay tier. High school diploma/GED will also be required to submit for the “High School Diploma” pay tier.
- TEXAS RETIRED TEACHERS: A substitute is a person who subs in a temporary basis of a current employee.

If you are retired from the Teacher Retirement System (TRS) and looking to return to substitute to EMS ISD, please contact TRS to ensure there are not any limitations to avoid any unexpected loss of annuity payments.

It is a TRS requirement that all retirees must observe a one full, calendar-month in service after their retirement date to avoid revoking retirement. Returning to work for a TRS-covered employer in the month directly following your effective retirement date will revoke your retirement.

You may work without any limit on the number of hours and days if:

- ✓ The position is not an open vacant position;
- ✓ You are not paid more than the daily rate of pay established by the employer;
- ✓ And you do not perform any other type of work for a TRS-covered employer in the same calendar month.

You may work in a vacant position for up to 20 days during the school year and on the 21st day, your work in that position will no longer be considered as substitute work and may be at risk of exceeding EAR limits.

Substitute Responsibilities

- We count on our substitutes each day. We ask that when you accept a job at a campus, you see it through to the best of your ability. If an unforeseeable situation arises that causes you to need to decline, please contact the campus to let them know. Continuous job cancellations may result in removal from substitute opportunities in EMS ISD.
- Upon arrival to the campus, please enter at the main office to check in. Please check out with the front office at the end of the substitute assignment as well.
- Familiarize yourself with your surroundings: Meet your neighboring teachers, follow teacher provided lesson plans, locate emergency exits, review safety protocol,
- Abide by the EMS ISD Board Policy. Board Policy can be found at <https://pol.tasb.org/PolicyOnline?key=1112>

- Maintain confidentiality of all student information.
- Students must be supervised at all times.
- Communicate questions, needs, ideas, or other correspondence to the campus leadership.
- Maintain professional composure in all situations.
- In alignment with Board Policy DH(LOCAL), a substitute shall notify Human Resources 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
 4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Substitute Daily Pay Rates

High School Diploma \$90.00 T/W/TH \$110.00 M/F	60 Hours of College Credit \$100.00 T/W/TH \$120.00 M/F
Valid Texas Teacher Certification: \$110.00 T/W/TH \$130.00 M/F	EMS Retired Teachers \$120.00 T/W/TH \$140.00 M/F
Self-Contained Special Education Teachers: \$110.00 T/W/TH \$130.00 M/F	Certified Self-Contained Special Education Teachers: \$120.00 T/W/TH \$140.00 M/F
Substitute Aide: \$75.00 SPED Aide: \$90.00	Substitute Registered Nurse: \$110.00 T/W/TH \$130.00 M/F

LONG-TERM SUBSTITUTE PAY RATE

Long-Term Substitutes (LTS) are defined as a person working in the same position, for the same teacher for 21+ consecutive days. LTS are for classroom teacher assignments, not for paraprofessional positions.

Day 1 - 20 = Daily rate listed above

Day 21+ = \$175 per day

- The campus administrator will confirm the LTS position by submitting the necessary forms with HR **prior** to the LTS start date.
- If a LTS will be out, they must complete the Long-Term Substitute Absence Request Form. <https://www.emsisd.com/Page/21220>

Additional Substitute Pay and Benefits:

- An additional \$200 is paid after working 45 days, 90 days, and again at 135 days per school year (each half-day worked will count as a .5).
- Substitutes who recruit new EMS ISD subs will be paid \$50.
- After working as an EMS ISD substitute teacher for 10 days, you can be reimbursed the cost of your fingerprinting. The Fingerprinting Reimbursement Form will need to be completed and submitted along with an uploaded original receipt.

Paychecks

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

Automatic payroll Deposit

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

Substitute Duty Hours

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

Active Substitute List

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

FRONTLINE Absence Management

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

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

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

Calling the Substitute Teacher

Substitutes will be contacted daily from 5:30AM. through 8:30AM and 5:00PM to 9:45PM by the FRONTLINE Absence Management system. The system will not call on Friday evenings, Saturday, or Sunday mornings. Substitutes may also review absences online at www.emsisd.com. Look under the "Staff" tab.

If you are unable to fulfill your assignment you must cancel your assignment either online at www.emsisd.com or by calling the automated system at 1-800-942-3767. You are strongly

urged to contact the campus directly if there is a last-minute cancellation.

Before Leaving an Assignment for the Day

At the end of the day, take a few moments to straighten up the classroom. Pick up any papers or other debris left on the floor. Make sure all windows and any outside doors are shut and locked. Check with the principal or designee at the close of the day to see if there is information concerning the return of the regular classroom teacher and to sign out for the day. Please check out with the front office staff and return anything back that was given to you at check in (ex: keys, door badges, safety binder, etc.).

Record of Assignment

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

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

REMOVAL FROM THE ACTIVE SUBSTITUTE LIST

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

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct Toward Students

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

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

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

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

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

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

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

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

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i.) The nature, purpose, timing, and amount of the communication;
- (ii.) The subject matter of the communication;
- (iii.) Whether the communication was made openly or the educator attempted to conceal the communication
- (iv.) Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v.) Whether the communication was sexual explicit; and
- (vi.) Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Dress Code

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

1. Employees are expected to dress in a manner that projects a professional image for the employee, district, and community. This includes clothing, footwear, piercings, tattoos, and any other area of dress and grooming.
2. Style of clothing for employees should always reflect a professional and business-like atmosphere and clothing should not cause a disruption of the education process or professional work environment. This guideline applies to regular workday, in-service, and summer employment time.
3. Denim jeans shall not be worn except for special emphasis days with the approval of the principal/supervisor.
4. Principals and supervisors shall have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, agriculture, auto mechanics, building trades, special education) or for medical necessities.
5. Support staff (custodial, food service, maintenance, and transportation employees) shall dress appropriately as described for their respective roles.
6. Employee's hair shall be neatly cut and clean. Unnatural hair color shall not be a distraction to the learning environment. Hairstyles should not, in the opinion of the administration, cause a health or safety hazard or a disruption of the education process or professional work environment. Nonconforming hairstyles will be evaluated pursuant to Texas Labor Code Section 21.1095 which states that an employer's grooming policy may not discriminate against a hair texture or protective hairstyle commonly or historically associated with race.

Equal Employment Opportunity Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Eagle Mountain-Saginaw 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 prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. Maria Gamell, Executive Director of Human Resources, 1600 Mustang Rock Road, Fort Worth, Texas 76179; T9Coordinator@ems-isd.net, 817-232-0880. Reports can be

made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Dr. Maria Gamell, Executive Director of Human Resources, 1600 Mustang Rock Road, Fort Worth, Texas 76179; T9Coordinator@ems-isd.net, 817-232-0880.

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

Discrimination, Harassment, and Retaliation Policies DH, DIA

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

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

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

Harassment of Students Policies DF, DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See **Reporting Suspected Child Abuse**, and **Bullying**, for additional information.

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

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is DHB(LEGAL), FFH(LOCAL), FFH Administrative Regulation.

“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 sexual gratification of the educator.
7. Engaging in conversations regarding sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessing touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.

11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.

12. Any other acts tending to show that the educator solicited a romantic relationship with the student. 19 TAC 249.3(50) Also see policy DHB(LLEGAL).

A Superintendent may notify SBEC on any educator misconduct that the Superintendent believes in good faith may be subject to sanctions by SBEC. 19 TAC 249.14(d). See also DF(LLEGAL).

Reporting Suspected Child Abuse Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made Online at:

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

The following information will be asked for when making a report but is not required. Reports should include all information you have access to, but reports will be accepted even with little or minimal information provided:

- Your contact information;
- The child's name, age, address, and parent contact information;
- Description of situation; and
- Any current injuries or other concerns, if applicable.

You should keep personal documentation of any report you file. For a report made through the hotline keep record of the date of the report, the pertinent information within the report and the report number. For an online report, print a copy of your report including the eReport confirmation number.

You must maintain this documentation, as CPS reports merit permanent retention. It is recommended that you follow up with an administrator and/or counselor any time you have concerns or questions regarding the safety and welfare of the child.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in

an investigation regarding an allegation of child abuse or neglect. However, failure to make a report as required by state law may result in disciplinary action up to and including termination of employment.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children Policies DG, FFG, GRA

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in Reporting Suspected Child Abuse.

Reporting Crime Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Technology Resources Policy CQ

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

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

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use. Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the Technology department.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated 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 media includes all forms of social media, including but not limited to text messaging, instant messaging (Remind), electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing web sites (e.g., YouTube), video conferencing software (Microsoft Teams), learning management system (Canvas), editorial comments posted on the internet, and social network sites (e.g., Facebook, Instagram, Snapchat, TikTok, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

- Communicate means to convey information and includes a one-way communication as well as dialogue between two or more people. A public communication by an employee that is not targeted as students (e.g., a posting on the employee's personal social network page or blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.

- A certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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 for additional information.

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 Safety and Security department.

Possession of Firearms and Weapons Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call EMS ISD PD immediately.

Emergency School Closing

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

Emergencies Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with Standard Response Protocol (SRP). Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Address and Phone Number Changes – Employees may change their address and phone number through Skyward Employee Access by going to Employee Information and then Personal Information. Requests may also be made by completing an Employee Information Change Form and submitting it to the Human Resources department. Name Changes-All name change requests must be accompanied by a copy of the employee's social security card. Employees must download and complete an Employee Name Change Form and submit the form to the Human Resources department.

Equal Educational Opportunities Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Eagle Mountain-Saginaw ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Chandra Turrentine, Senior Director of Student Services, 1600 Mustang Rock Road, Fort Worth, Texas 76179; T9Coordinator@ems-isd.net; 817-232-0880 the district Title IX coordinator for students.

Questions or concerns about discrimination on the basis of a disability should be directed to Dr. Heather Hughes, Executive Director of Special Programs, 1600 Mustang Rock Road, Fort Worth, Texas 76179; hhughes@ems-isd.net; 817-232-0880, the district ADA/Section 504 coordinator for students.

All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Administering Medication to Students Policy FFAC, FFAF Policy FFAC, FFAF

Only designated employees may administer prescription 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 or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Student Conduct and Discipline Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Bullying Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy FFI(LOCAL) includes definitions and procedures for reporting and investigating bullying of students.