

Substitute Handbook



**LAKE DALLAS INDEPENDENT
SCHOOL DISTRICT**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
DISTRICT ADMINISTRATION	3
CAMPUS ADMINISTRATION	3
ACCEPTABLE USE POLICY	4-16
GENERAL INFORMATION.	
LAKE DALLAS I.S.D. MISSION STATEMENT	17
DISTRICT PHILOSOPHY	17
BRIEF FACTS ABOUT L.D.I.S.D.	17
EMPLOYMENT POLICIES	18
EQUAL EMPLOYMENT OPPORTUNITY	18
DRUG FREE WORKPLACE	18
EMERGENCY PROCEDURES	18
PROFESSIONAL CONDUCT	19
TEACHER'S ATTIRE	20
SCHOOL PROCEDURES	22
RELEASE OF CHILDREN	22
DISCIPLINE	22
LESSON PLANS AND CLASSROOM PROCEDURES	22
CLASSROOM CARE	23
STUDENT ATTENDANCE	23
SUBSTITUTE PAY RATES.	24
PERSONNEL FILES	25
NOTICE OF RESIGNATION.	25

LAKE DALLAS INDEPENDENT SCHOOL DISTRICT

DISTRICT ADMINISTRATION

LDISD Central Services
104 Swisher Road, Lake Dallas, TX 75065 (940) 497-4039

Dr. Kristin N. Brown	Anne Haehn	Kelly O’Sullivan	Mollie Avelino
Superintendent of Schools	CFO	Deputy Superintendent	Chief of Staff

CAMPUS ADMINISTRATION

Dr. Colleen Grindle, Principal Jesus Gomez, Assistant Principal Juli Bartley, Assistant Principal Arely Potts, Assistant Principal Drake Lawson, Assistant Principal Susan Duncan, Secretary	Lake Dallas High School (9-12) 3016 Parkridge Drive Corinth, TX 76210 940-497-4031
Jessica Bovan, Principal Christopher Linton, Associate Principal Sharee Glendenning, Assistant Principal Charlayne Hesselton Pruitt, Assistant Principal Nadia Sweetland, Secretary	Lake Dallas Middle School (6-8) 325 E. Hundley Drive Lake Dallas, TX 75065 940-497-4037
Kerri Blevins Principal Diana Calderon, Assistant Principal Becky Martinez, Secretary	Lake Dallas Elementary School (PK-5) 401 Main Street Lake Dallas, TX 75065 940-497-2222
Jennifer Bryant, Principal John Laubacher, Assistant Principal Dr. Cassandra Woods, Assistant Principal Trina Bell, Secretary	Shady Shores Elementary School (PK-5) 300 Dobbs Road Shady Shores, TX 76208 940-497-4035
Ashley Fay, Principal Lauren Modica, Assistant Principal Denise Blue, Secretary	Corinth Elementary School (PK-5) 3501 N. Cliff Oak Drive Corinth, TX 76210 940-497-4010

GENERAL INFORMATION

LAKE DALLAS I.S.D. MISSION STATEMENT

In Lake Dallas ISD, we inspire, educate and empower our students

VISION

Small School Atmosphere, Big School Opportunities

BRIEF FACTS ABOUT LDISD

Lake Dallas Independent School District is comprised of 18.6 miles of which 9.6 square miles is inhabitable territory and 9.0 square miles which became part of Lewisville Lake upon its creation. Enrollment has increased from 1,441 in 1984-85 to just under 3,900 in 2023-2024. Lake Dallas I.S.D. is fully accredited by the Texas Education Agency.

The graphic is titled "Strategic PLAN BALANCED SCORECARD" and features a map of Texas with a green circle containing a graduation cap and a pencil. Below the title, a green box labeled "WE BELIEVE" contains five bullet points: Students are growth-minded leaders who are active and respected members of the Falcon Family; Parents and families are involved and engaged members of the Falcon Family through collaborative two-way communication; Faculty and staff value collaboration and communication to develop lifelong Falcon Learners; Campus leaders and principals develop campus and faculty staff through professional development and consistent two-way communication to prepare our Falcons for the future; The Superintendent and central office motivate and develop faculty and staff to meet the academic needs of all Falcons; The School Board is a unified team of 8 that functions as a fiscally responsible team that is involved and transparent in their support of the Falcon Family.

Below this are four columns representing different areas of focus, each with an icon, a priority label, and a list of objectives:

- STUDENT SUCCESS** (Icon: Graduation cap and pencil):
 - 1.1 Yearly Student Academic Growth
 - 1.2 Student Engagement & Culture
 - 1.3 Students are Responsible, Contributing Community Members
- FACULTY & STAFF ENGAGEMENT** (Icon: Two people with arrows):
 - 2.1 Faculty/Staff Recruitment & Retention
 - 2.2 Faculty/Staff Professional Development
 - 2.3 Faculty/Staff Engagement & Culture
- PARENT & FAMILY/ COMMUNITY SUPPORT** (Icon: Family of three):
 - 3.1 Parent & Family/Community Communication
 - 3.2 Parent & Family/Community Engagement
- EFFICIENT OPERATIONS** (Icon: Hand holding a coin):
 - 4.1 Ensure Strong Financial Stewardship
 - 4.2 Well-Maintained Facilities
 - 4.3 Safe School Environment

At the bottom left is the hashtag "#Falcons First". At the bottom right, a box contains the **Vision: Small School Atmosphere, Big School Opportunities** and **Mission: In Lake Dallas ISD, we inspire, educate, & empower our students.**

Board Approved: June 2022

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

Lake Dallas ISD adheres to a policy of equal employment opportunities for all employees. The District shall not discriminate because of an individual's race, color, handicap, religion, sex, national origin, or age.

DRUG FREE WORKPLACE

The Lake Dallas Independent School District has established a code of employee conduct that prohibits the use, possession, and distribution of alcohol and illicit drugs by employees on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco and nicotine products, 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 displayed in prominent places in all school buildings. Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

EMERGENCY PROCEDURES

Each school has emergency procedures that can be implemented on short notice and ensure optimum safety for students and school personnel. Principals conduct fire, tornado, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. Emergency procedures for each campus are posted. Be familiar with these procedures.

PROFESSIONAL CONDUCT

Substitutes should endeavor to maintain the dignity of the teaching profession by demonstrating personal integrity and exemplifying honesty. Each student should be dealt with in a considerate and just manner. The substitute teacher must never reveal confidential information concerning students unless law requires disclosure. Doing so could result in removal from the substitute list.

Substitutes must turn all paging devices, cellular telephones or telecommunication devices on silent or vibrate during the school day while working with students.

Physical contact with a student should occur only when an emergency situation occurs or their IEP or Behavior Plan dictates. If a problem arises, get a staff member to help you with the student. The campus principal will be called to assist if a student needs other physical contact.

TEACHER'S ATTIRE

Substitute teachers must follow the dress code for LDISD employees (see below). Jeans should not be worn in the classroom except as noted below. Exceptions will be made for inclement weather and certain CTE assignments.

SUBSTITUTE IDs

Substitute IDs must be worn above the beltline and visible from the front.

DRESS AND GROOMING

Substitutes must comply with the LDISD Faculty Dress Code.

Employee Dress Code - Policy DH (Local)

Lake Dallas ISD Board Policy DH (LOCAL) states “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.”

Appropriate professional attire, both at school and for conferences, trainings, meetings, site-visits, and other out of district functions is expected, as employees represent Lake Dallas ISD.

A District employee should serve as a role model, exemplifying high standards of professional appearance, to instill community values and proper grooming and hygiene. An employee shall be expected to maintain dress and grooming habits that project a professional image for the employee, school, and District.

Professional employees and support staff are expected to observe practical, prudent, and professional dress habits in accordance with the following:

Men – slacks with button-up dress shirt or polo shirt (tie, suit/dress coat are optional); well-groomed, neatly trimmed facial hair.

Women - dress or skirt, pant suits, slacks, or capri pants worn with appropriate blouse/shirt

Prohibited are:

- extreme personal grooming (e.g. excessive make-up, extreme hair colors, etc.)
- skirt/dress shorter than 1.5 inches above the knee, or those with slits on the side, rear, or front that extend more than 1.5 inches above the knee
- sleeveless shirts, dresses, blouses which expose undergarments or do not cover the shoulder, unless worn with covering
- tank tops, halter tops, mesh apparel, or any shirts/blouses that expose cleavage or bare midriff,
- denim jeans (of any color), except if worn with a Falcon spirit shirt on Fridays and on Wednesdays as designated by a campus principal
- jeans with holes, tears or slits
- shorts/sweatpants (exception: coaches and P.E. teachers may wear loose fitting shorts at least to mid-thigh during P.E./athletics classes)
- leggings worn without appropriate skirt or dress that extends at-least to the mid-thigh
- inappropriately-sized attire (e.g. tight fitting or baggy clothing such as shirts, blouses, dresses, pants, etc.)
- shower shoes (rubber flip flops)
- caps, hats, and other headgear worn indoors
- unkempt beards or facial hair
- exposed tattoos that contain images/wording that is deemed inappropriate
- exposed body piercings, septum piercings, or facial jewelry that are distracting to the educational environment (may not exceed a single stud or small hoop on nose.)
- jewelry or similar artifact that is obscene, distracting, or that may cause disruptions to the educational environment.

The campus/department administrator is the final authority on determining appropriate and inappropriate apparel or grooming. Please see your supervisor for questions regarding the established administrator dress code.

The campus principal/supervisor shall have the discretion to determine appropriate attire and grooming and should notify employees when their dress or grooming fails to comply with these standards.

School Procedures

RELEASE OF CHILDREN

Any outsider who comes to the classroom for information about a child, or who comes to the classroom asking that a child be released from school, must be directed to the front office.

In any event, children are not to be released from the classroom without official notice from the Principal or designee.

DISCIPLINE

The substitute is expected to maintain a certain level of discipline within the classroom. Steps must be taken to protect the students and the educational climate of the school. If you are quiet in manner, firm and fair, friendly and professional, you will find that your classes will readily adapt to your own mannerism.

Begin and end your class periods on time and/or according to the designated schedule.

Don't try to be "one of the guys." Be friendly, but there is a vital difference between friendliness and familiarity.

When you feel there may be a need for support from the principal, don't hesitate to notify his/her office. Students who refuse to cooperate within the classroom will lose the privilege of remaining in the class.

Supervision of halls and corridors is a responsibility of all the teachers, especially between classes when pupils are coming and going at one time.

Become acquainted with the handbook and with all school policies as soon as possible. Familiarize yourself with all school procedures and regulations. Policies set forth by the school board, teacher handbooks, and student handbooks are available in the principal's office.

LESSON PLANS AND CLASSROOM PROCEDURES

It is the responsibility of the regular classroom teacher to leave detailed lesson plans for the substitute.

It is the responsibility of the substitute teacher to follow those plans as closely as possible.

Grade any written work that you have assigned before leaving the building, including any tests administered unless otherwise instructed by the teacher.

Leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the regular teacher such as bulletins, parental notes, assignments, and problems.

Avoid changing the seating arrangements or any other parts of the room organization except for temporary grouping of pupils for instruction or committee work.

CLASSROOM CARE

Each teacher should take the responsibility of seeing that the room used during the day is neat, clean, and attractive. Maintenance employees will do the major portion of the housekeeping. However, it requires very little time at the end of each class period to have students pick up trash and place it in the wastebaskets and see that the marker boards have been erased.

If you find that you need additional classroom supplies, please make the school secretary aware of your needs.

STUDENT ATTENDANCE

Secondary students:

All students are required to have a written admittance pass from the Front Office/Attendance Office for any absence, excused or unexcused.

Any student that does not have a written admittance pass must be sent to the Front Office/Attendance Office.

At the secondary level, when a student presents a tardy slip or admittance pass upon arriving to class, tardiness should be annotated on the Teacher's Student Roster (paper) before sending it to the front office.

Elementary Students:

When a student presents a tardy slip upon arriving to class, tardiness should be reflected when taking attendance for the day.

All students:

Students are to remain in the classroom except in cases of emergencies. Bathroom visits and drinks should be taken care of between classes.

Students approved to participate in school related activities will not be counted absent from school.

SUBSTITUTE PAY RATES

Certified Substitute working for a teacher:

\$110.00 per day

\$125.00 per day after the 10th day in a long term assignment for the same teacher.

Degreed Substitute working for a teacher: (Must be Bachelor's Degree or above)

\$100.00 per day

\$115.00 per day after the 10th day in a long term assignment for the same teacher.

Non-degreed Substitute working for a teacher:

\$90.00 per day

\$105.00 per day after the 10th day in a long term assignment for the same teacher.

Substitute working for an aide:

\$90.00 per day

No additional increases

Registered Nurse:

\$150.00 per day

No additional increases

LDISD ACCEPTABLE USE POLICY

Introduction

Lake Dallas ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide training and access to technologies for student and staff use. Students and staff are trained annually on appropriate Internet and District network use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Lake Dallas ISD network is intended for educational purposes.
- There is no expectation of privacy. All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Lake Dallas ISD makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert Technology staff immediately of any concerns for safety or security.

Technologies Covered

Lake Dallas ISD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Lake Dallas ISD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

Lake Dallas ISD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert a Technology staff member or submit the site for review. Unblock requests can be submitted directly from the blocked page, or through an Eduphoria Help Desk request.

Email

Lake Dallas ISD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Email Recovery Procedures

Lake Dallas ISD currently provides email accounts to district employees, which are hosted and archived by Google. The archiving of Lake Dallas ISD email is performed to comply with federal and state requirements pertaining to the retention of official school correspondence. Consequently, any recovery of email from the Lake Dallas ISD email archive requires 1) a written request that includes the reason for the request, the staff member accounts and/or subject matter involved, the date range of the request, and 2) approval from a campus principal, department director, or superintendent-level personnel. The Superintendent, Executive Director of HR, and the Technology Director can facilitate email recovery, but the initial request must be submitted in writing, and approved by a principal, department director, or superintendent-level personnel before email recovery will be performed.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Lake Dallas ISD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Lake Dallas ISD may provide users with mobile computers or other devices to promote learning inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to either the campus staff, or the Technology staff immediately. ***Users may be financially accountable for any damage resulting from negligence or misuse.***

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

In general, staff should keep personally-owned devices (computers, laptops, printers, mobile devices, etc.) at home. The Lake Dallas ISD Technology department will not provide support for personally owned devices. Lake Dallas ISD will not purchase toner cartridges or supplies for personally owned equipment.

In general, students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Lake Dallas ISD recognizes that the use of mobile devices in conjunction with social, Web 2.0, and other collaborative tools in support of classroom curriculum is increasing. Because of security concerns, and in an effort to efficiently manage the district network bandwidth, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from, and coordination with, LDISD Technology staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert Technology. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from Technology staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Use of @ldisd.net domain

The @ldisd.net domain is registered for sole use by Lake Dallas ISD. You are not authorized to create any personal hardware system or software application, or user account which utilizes this domain name.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Lake Dallas ISD will not be responsible for damage or harm to persons, files, data, or hardware.

While Lake Dallas ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Lake Dallas ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents (if a student)
- Detention or suspension from school and school-related activities
- Suspension of duties (if an employee of the district)
- Termination of employment, in accordance with LDISD policies and applicable laws
- Legal action and/or prosecution

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 are responsible for reviewing the LDISD Acceptable Use Policy and the Mobile Device Guide which can be found at <https://www.ldisd.net/departments/technology-services>

Employees with questions about computer use and data management can contact the Director of Technology, at 940-497-4039.

Personal Use of Electronic Communications

Policy CQ, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), videosharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee must follow the District's social media and communications guidelines as provided in DH(Local) Exhibit B: Social Media Guidelines.
- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- 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.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' 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:

- o Confidentiality of student records. [See Policy FL]

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

- o Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]

- o Copyright law [See Policy CY]

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

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below.

Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- o The employee has provided the parent with a copy of this protocol;
- o The employee and the student have a social relationship outside of school;

- o The parent understands that the employee's communications with the student are excepted from district regulation; and
- o The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

® *Electronic communications* 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 email, text messages, instant messages, and any communication made through an Internet 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*, above. Unsolicited contact from a student through electronic means is not a *communication*.

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

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must complete the district's applicable social media use document prior to creating a social media page for professional district use, DH(Local): Exhibit C.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

- Compliance with the Public Information Act and the Family Educational Rights and
- Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- 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 email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts or Parent Square for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

PERSONNEL FILES

To be on the approved substitute list, all applicants must have the following information in their file:

1. Completed Substitute Teacher application.
2. Copy of high school diploma/transcript or original college transcript
3. Copy of Teaching Certificate (if applicable).
4. Copy of acceptable documents listed on the back of the I-9 form.
5. Technology Acceptable Use Policy Receipt
6. You must have declined or accepted insurance benefits.

It is the responsibility of the Substitute to keep the Human Resources Department informed of any changes of address, telephone numbers, credentials, and availability.

No substitute teacher will be considered active without a completed and approved file.

NOTICE OF RESIGNATION

All resignations should be submitted in writing to:

Lake Dallas ISD Attention: Robin Carroll
P.O. Box 548
Lake Dallas, Texas 75065

Or a signed correspondence via email to: rcarroll@ldisd.net

****Please note that LDISD substitute teachers are required to accept, at minimum, 12 jobs per semester. At the District's discretion, a substitute who does not accept the minimum required amount of jobs may be removed from active status and terminated. Exceptions to this rule, such as extenuating circumstances, may be considered but must be pre-approved.**

Revised June 2025