



**umble I.S.D.**

# **Guest Teacher Handbook**

**Human Resources Department**

Revised: October, 2015

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## INTRODUCTION

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The purpose of this handbook is to provide information that will help with questions to pave the way for your successful employment as a Guest Teacher with Humble ISD. Not all district policies and procedures are included, but those that are have been summarized. Suggestions for additions to this handbook are welcomed and may be sent to the Humble ISD Human Resources Department.

This handbook is neither a contract, promise of employment 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. It is a guide to and a brief explanation of district policies and procedures related to employment. Policies and procedures can change at any time and these changes will supersede anything in the handbook that is not compatible with the change. For more information, Guest Teacher employees may refer to the Board Policy codes that are noted under each handbook topic or call the appropriate district office.

Campuses and departments are allowed to issue additional handbooks to explain specific rules, regulations, guidelines, and other information specific to the campus/department. As a Guest Teacher you are expected to follow any specific campus/department guidelines that are issued to you.

To locate the details of Board Policy, if noted on a particular topic in the handbook, the Humble I.S.D. board policy manual is located on the District website at this link:  
<http://www.tasb.org/policy/pol/private/101913/pol.cfm?toc=D>.

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## DISTRICT INFORMATION

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### *Description of the District*

The Humble Independent School District began over 100 years ago as a one-room schoolhouse with 12 students, a teacher and a four-month school term. Today, the district covers 90 square miles in northeast Harris County and includes the communities of Atascocita, Humble, Eagle Springs, Fall Creek, Summerwood, and Kingwood. The district is primarily residential rather than industrial and is fortunate to have the strong support of a growing business community.

Humble ISD is nationally recognized for the outstanding education it offers to students and continues to be among the leaders in state and national assessment passing rates when compared with other Texas school districts. Each school is fully accredited by the Texas Education

Agency. Humble ISD staff members work closely with parents and the community to foster a learning environment which strives toward excellence in both academics and extracurricular activities. The district currently enrolls over 40,000 students and substantial growth is expected to continue over the next 5-8 years. Humble ISD is listed among the 25 fastest growing school districts with more than 600 schools in the state of Texas.

## ***Mission and Vision Statements***

### *Policy AE*

#### MISSION STATEMENT

Our purpose, in partnership with families and community, is to develop each child intellectually, artistically, emotionally, physically, and socially so that all students are life-long learners, complex thinkers, responsible global citizens and effective communicators.

#### VISION STATEMENT

We envision schools where students and staff are enthusiastically engaged in learning within local and virtual environments. We see schools that encourage collaboration and cultivate a sense of belonging. We see learning standards that are rigorous and relevant. We see learning standards that inspire creativity and problem solving. Ultimately, we see schools that prepare students for many paths and that empower them with skills to successfully live in a rapidly changing world.

## ***District Map and Directory***

A map of district campuses and building locations is prepared and updated each year by the office of Public Information. The district map as well as a campus directory with addresses, phone numbers and list of administrators for each campus is included in this handbook and may also be downloaded from the district web site at this link:

<http://www.humbleisd.net/cms/lib2/TX01001414/Centricity/Shared/districtmap.pdf>

## ***School Calendar***

The school calendar is developed each year with input from the community and a committee which includes parents, teachers, and administrators. Several options are presented to the Board of Trustees and public for their consideration and approval. The current school calendar can be viewed and printed from the district web site at this link:

<http://www.humbleisd.net/cms/lib2/TX01001414/Centricity/ModuleInstance/19709/2014-2015-calendar.pdf>

## ***Work Hours***

The Guest Teacher's workday will begin at least 15-30 minutes before class starts and end after the students are dismissed and the absent staff member's duties are fulfilled. As a general rule, the work days for campuses begin and end as follows:

High school

- Full Day 7:00 a.m. to 3:00 p.m.
- Half Day 11:01 a.m. (begin or end)

Middle school

- Full Day 8:00 a.m. to 4:00 p.m.
- Half Day 12:01 p.m. (begin or end)

Elementary school

- Full Day 7:30 a.m. to 3:30 p.m.
- Half Day 11:31 a.m. (begin or end)

**Board of Trustees**

*Policies BA, BB, BD, and BE series*

The members of the Board of Trustees are elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Humble ISD is governed by a seven-member board of trustees whose members are elected at large and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district. A listing of current board members, the expiration of their term of office and links to emails may be found on the district web site.

The Board meets in regular session on the second Tuesday of each month at 7:00 pm in the Board Room at the Humble I.S.D. Administration Building, 20200 Eastway Village Drive. In the event that large attendance is anticipated, the Board may meet at another location determined in advance and announced to the public. Special meetings may be called when necessary. Written notice of regular and special meetings will be posted at the Humble I.S.D. Administration Building at least 72 hours before the scheduled meeting time and will show the date, time, place, and agenda of each meeting. While the law permits the Board to conduct business in closed session under certain circumstances, all meetings are open to the public.

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**EMPLOYMENT AS A GUEST TEACHER**

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***Equal Employment Opportunity***

*Policies DAA, DIA*

Humble ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, 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.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact, Richard Gardner, Assistant Superintendent of Human Resources.

### ***Guest Teacher Employment Process***

Applicants wishing to become employed as a Guest Teacher for Humble I.S.D. should first complete the online Guest Teacher application. Once the application has been submitted and reviewed you may receive an e-mail inviting you to a Guest Teacher interview.

After you have been interviewed and you have been selected for hire; the applicant will be electronically invited to a training/orientation. The training will include information on AESOP (the district's automated Guest Teacher calling system), Munis Self-Serve (payroll system) and a general overview of the district's Guest Teacher Handbook. Information will also include helpful instructions in classroom management and expectations. Guest Teacher paperwork will only be accepted if all items are complete. If accepted as a new hire, the applicant will receive instructions on completing the fingerprint process. Once fingerprinting is complete, you must submit your receipt to Human Resources in order to finalize the employment requirements.

### ***Fingerprinting Process (Senate Bill 9)***

In 2009, the Texas Legislature passed Senate Bill 9, a law requiring fingerprint-based criminal background reviews for school employees. The legislation was enacted to ensure the safety of all children, teachers and staff in Texas public schools. The fingerprints must be submitted in a digital format that can be processed by the Texas Department of Public Safety and the FBI. The applicant must pay all fees associated with the fingerprinting process.

Once an applicant has successfully completed the screening process, the fingerprint process can be completed. A FAST pass is required to obtain digital fingerprints. The FAST pass is very similar to an online concert ticket or airline boarding pass. It is unique to the individual employee and cannot be shared.

#### **Texas Certified Educators** who have not been fingerprinted

- Access <https://pryor.tea.state.tx.us/>
- Create an account, if you do not already have one
- Confirm first and last name on certificate MATCHES EXACTLY first and last name on valid Texas driver's license. If not, educator must submit a request for a name change. An email confirmation will be sent from SBEC that name has been changed
- Complete FAST pass request form during Guest Teacher orientation
- Receive FAST pass via email from SBEC
- Schedule an appointment for fingerprinting
- Return receipt for fingerprinting to Human Resources

#### **Non-certified applicants** who have not been fingerprinted



- Complete FAST pass request form during Guest Teacher orientation
- Receive FAST pass via email from Humble I.S.D.
- Schedule an appointment for fingerprinting (Humble I.S.D. has a fingerprint facility within the Human Resources Department)
- Return receipt for fingerprinting to Human Resources

**Applicants who have already been fingerprinted**

- Submit photocopy receipt for fingerprinting to Human Resources OR
- Submit photocopy of SBEC Fingerprint Profile showing status “fingerprints complete”

***Guest Teacher Placement Process (AESOP)***

AESOP (Automated Educational Guest Teacher Operator) implemented by Frontline Data, Inc. is an automated system that uses an internet web site and voice response software via the telephone. The web site and voice response for telephone calls are linked. The system uses information acquired by the web site and telephone to generate absence data reports for site administrators and District administrators.

Guest Teachers may contact AESOP to review and accept positions on the web site at [www.aesopeducation.com](http://www.aesopeducation.com) or by calling 1-800-942-3767 using a touch-tone telephone. Follow the procedures outlined in the Aesop Web Guide which can be found on the Humble I.S.D. website, located within the Human Resources/Personnel link.

***Call out times***

Guest Teachers should expect to receive calls from AESOP for assignments at the following times:

- School Days
  - 5:30 a.m. to 11:59 a.m. (same day jobs)
  - 4:00 p.m. to 9:30 p.m. (jobs for the following day or in the future)
- Weekends/Holidays
  - 4:00 p.m. to 9:30 p.m.

***Length of Assignment***

Guest Teachers are called on an as-needed basis to fill positions when regular staff members are unable to report for duty. Every effort is made to keep the same Guest Teacher in the assignment for the duration of the regular staff member’s absence. A Guest Teacher who remains in the same assignment for more than 10 consecutive days is paid at a higher daily rate beginning on the 11<sup>th</sup> consecutive day (as found on the Board-approved salary schedule), retroactive to the first day of the assignment.

***Long-Term Assignments***

When a teacher is absent 10 or more days, a long-term Guest Teacher is placed in the position. A long-term Guest Teacher is one who is appointed to a classroom with full responsibility to plan, deliver and evaluate student learning. The long-term Guest Teacher shall be certified for the position in which he/she is placed. In the event a certified Guest Teacher is not available, State law requires that parents be notified if a non-certified person is placed for 30 or more days in the same class.

If the Guest Teacher interrupts the long-term assignment for any reason: the long term requirements will start over when the long-term Guest Teacher returns.

### ***Assignments in a Bilingual Classroom***

Effective with the 2010-11 school year, a Guest Teacher must successfully pass an assessment of oral and written skills in Spanish and English in order to receive an additional \$10.00 per day for Guest Teaching in a bilingual classroom. This assessment will consist of two parts that will be used to verify a Guest Teacher's proficiency in listening, speaking, reading and writing Spanish.

Once the oral and written assessments have been completed and scored, the employee will receive written confirmation that these assessments have been successfully completed and the Humble I.S.D. bilingual campuses will be notified of the Guest Teachers who qualify for the additional \$10.00 per day stipend.

Contact Diane Henley @, [diane.henley@humble.k12.tx.us](mailto:diane.henley@humble.k12.tx.us) for more information.

### ***Removal from the Guest Teacher Roster***

There are times when it is beneficial for a staff member and the District to discontinue their relationship. A Guest Teacher may be removed from the roster if he/she fails to meet the expectations of the position at any time for any reason or for no reason at the discretion of the District's Human Resources Office. The Guest Teacher's name will be removed for committing any of the following transgressions:

- Failure to follow District practices, policies, and procedures.
- Failure to follow specific directions of a Principal and or Administrative Staff.
- Demonstration of conduct inappropriate to a person in a professional position; this includes any behavior in the workplace or away from the workplace that interferes with the mission of Humble ISD.

In order to keep AESOP operating smoothly, the Human Resources Department monitors the AESOP system for employee usage. Guest Teachers who are inactive for 90 days will be removed from the system. The district highly encourages Guest Teachers to work at least **four times a month as assignments are available**. Guest Teachers should be **proactive** in seeking their assignments.

### ***Resignation***

If you decide you no longer want to be a Guest Teacher in Humble I.S.D., please submit a letter or email to the Human Resources office stating you would like to be removed from the system. A letter can be sent to: Humble ISD Guest Teacher Office, P.O. Box 2000, Humble, TX 77347. Please submit your e-mail to [trisha.deary@humble.k12.tx.us](mailto:trisha.deary@humble.k12.tx.us).

Upon submission of your resignation you should return any district property to the HR Office located in the Humble ISD Administration Building, 20200 Eastway Village Drive, in Humble.

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## DISTRICT EXPECTATIONS

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### *Professional Responsibilities*

Guest teachers are considered professionals. It is very important to provide a positive professional model for the students to emulate. Additional information on the expectations for employee conduct is located later in this handbook. In regards to job duties, the Guest Teacher is expected to:

- Arrive on time for each assignment. If you cannot arrive on time please notify the campus and the Guest Teacher office.
- Accommodate the campus when the campus representative schedules you to work during your conference period or reassigns you to a different classroom.
- Deliver instructions for the students in the classes assigned according to the plans provided by the teacher. Assistance is available from the Academic Lead Teacher (ALT) or nearby teacher.
- Become familiar with all emergency drills, protection procedures, evacuation routes, bell signals and expectations for student behavior.
- Perform all of the duties of the regular classroom teacher which includes providing instruction to the class assigned, covering other teachers' classes, assisting in the supervision of students, performing clerical tasks and all other duties as requested by the Administration.
- While interacting with a student, behave professionally at all times. Guest Teachers shall never use sarcasm, profanity, or ridicule. Under no circumstance shall a Guest Teacher touch a student and/or attempt to forcefully remove a student from class. If a difficult situation should arise; seek the assistance of the principal, assistant principal, or another teacher.
- Report personal injury of a student to the principal or assistant principal. Students appearing to be ill or injured should be sent to the school nurse or the nurse should be summoned to the classroom as soon as possible.
- Work a full teaching day unless he/she is informed differently by the building administrators or the HR department. During the instructional day a Guest Teacher should not leave the campus without permission from the principal or assistant principal since you may be needed elsewhere during the day.
- When a Guest Teacher has been assigned to a class in which there is a student teacher or a co-teacher, the Guest Teacher is expected to remain in the classroom with the student teacher or co-teacher and assist as the teacher directs the lesson.
- It is essential as a Guest Teacher not to divulge any confidential information which has been received from contact with children and other people within the campus. Your observations and interactions with staff or students should be treated as privileged communication.

If you have concerns or recommendations for improvement, please submit your ideas to a building principal or the HR department and every consideration will be given to your suggestions.

### *Reporting to an Assignment*

It is important to report to the assigned school at least 15-30 minutes prior to the start of the school day. Reporting times for employees are normally included within the information provided to you through the AESOP system. Upon arrival to school:

- Check in with the school secretary or campus representative and confirm your assignment. Be aware that your assignment may change from the one you accepted when you were first contacted.
- Initial the AESOP Daily Report (some campuses will request that you do this at the end of the day) or sign in as directed by the campus secretary.
- Pick up the Guest Teacher folder, attendance roster, keys (if needed) and necessary materials for the day.
- Learn the name of the Academic Lead Teacher; or the teacher in charge who can assist you.
- Obtain directions to the classroom, the faculty lounge and adult restrooms.
- Locate the lesson plans for the day and any materials that may be needed for the lessons.
- Use the Guest Teacher folder to familiarize yourself with the daily schedule, seating chart, special assignments, attendance procedures, dismissal procedures, restroom procedures, class management procedures, hall passes, detention hall, and tardy slips.
- Review information on all emergency drill procedures and follow them very carefully in the event of an emergency or a drill.

**Since you are not conferencing with parents or developing lesson plans, you will be on call during the conference period to assist in other areas: office, library, or cover an additional class period as needed.**

### ***Preparation for Instruction***

Remember that classroom instructional time is valuable. You are taking the place of the regular classroom teacher and are expected to maintain continuity of instruction as much as possible.

Therefore, it is important that you:

- Follow the lesson plans and other instructions provided by the regular teacher as closely as possible.
- Prepare yourself before students arrive by:
  - Introducing yourself to the neighboring teacher
  - Reviewing the lesson plans and locating all needed materials
  - Writing your name on the whiteboard or overhead so it is visible for students to see
  - Placing assignments on the board or overhead
- When it is time for students to arrive, take charge of the classroom by:
  - Greeting students at the door or as they enter the area
  - Directing students to their seats and remain standing to organize the class
  - Creating a quiet, businesslike atmosphere by having assignments ready to implement
- Take roll efficiently - for example, check off names as students arrive, or move quietly among the students checking names against a seating chart. Also remember to sign all student admits early in the class period.
- Give clear explicit directions and expectations

### ***Classroom Management***

The Guest Teacher has the same responsibility as the regular teacher for the students' well-being while in his/her care. Classroom management is greatly enhanced by organized lessons and the teacher's wise use of classroom time. Therefore, you should:

- Never leave students unsupervised. The supervision of students is both a classroom management and a safety responsibility.
- Review the District Student Handbook to become familiar with policies and procedures of the District.
- Seek to avoid disciplinary problems by keeping students occupied in meaningful activities and by providing firm and consistent treatment of students.
- Be prepared and ready with extra activities appropriate for the grade level so that the students never have idle time.
- Always emphasize positive behavior by writing and handing out notes to recognize good behavior or by giving appropriate positive specific feedback.
- Organize the classroom details to minimize time spent on procedural matters. For example, 1) Have students pass papers to the front of each row and count them. 2) Ask students to place homework or test papers on the corner of their desks and pick them up. 3) Do not permit wandering, unnecessary pencil sharpening, etc. 4) Make use of student monitors to assist in collecting items or passing the trash can.
- Encourage student attention and active participation. You can accomplish this by being an active part of classroom instruction. Monitor students carefully by moving around the classroom to check on each student, answer questions, and/or clarify the assignment. As you monitor the classroom, provide feedback to students about their work.
- Keep an eye on the clock. Allow time for administrative and academic closure before students are dismissed.

Additional information can be found in the classroom discipline plan if available. Check with the ALT, teachers, campus secretary or principal for necessary clarifications. **Do not hesitate to ask for help.**

### ***Procedure for the End of the Day***

Guest Teachers are required to stay through the teacher's scheduled day even if the absent teacher has last period as a conference time. In addition, remember that your assignment for the day includes:

- The regular teacher's duty assignments at dismissal, hall supervision, bus duty, etc.
- Organizing all papers, label by class period or subject, and leave papers for the teacher to find them in a secure place
- Make notes for the teacher indicating the progress each class made in the lesson, listing absent students, give information about behavior issues, students good behavior, etc.
- Secure the classroom and also return the Guest Teacher folder, keys and materials to the secretary. The Guest Teacher also has the same responsibility as the regular teacher for equipment and materials assigned to his/her care.
- Check out with the campus secretary
- Check with the school secretary about future assignments.

### ***Recommendations for Success***

Your success as a Guest Teacher depends on your attitude and personal approach to the job. There are many things you can do before and during an assignment that will greatly increase your success as a sub. Remember that if you are organized you can also be flexible. For example, to organize yourself before your assignments:

- Refer to the map of the school district showing the geographical location of each school (see Appendix, page 26)
- Refer to the directory listing of the schools, their physical addresses and the school phone numbers (see Appendix, page 27). Keep these resources in a file or folder that is readily accessible or in your car
- Pre-arrange jobs whenever possible so that you know in advance when and where you are needed, **be proactive seeking assignments**
- Record information on the job assignment whenever you accept the job – do not trust your memory for all of the details. It is also helpful to keep a calendar for scheduling your jobs and other commitments to eliminate conflicts
- Organize several appropriate outfits and have a couple of them clean and ready to wear
- Have a place for your keys so that you always know where they are. Never leave personal or campus keys lying about.
- Keep your purse, wallet, cell phone, and other valuable items with you at all times or locked in your car or in a locked drawer or closet.

To add to your success on the job:

- Demonstrate a belief that all students can learn and be a good role model
- Treat each student fairly and exhibit a caring, honest, and professional attitude
- Display confidence, enthusiasm and relate to others in a positive and respectful manner
- Remember that you are providing a very important service to the educational community
- Thank individuals who provide assistance during the day and those in the office for the opportunity to sub at their school
- Perform your duties as a needed and valued member of the school team; have an expectation that you will enjoy your day.

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## COMPENSATION & BENEFITS

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### ***Paychecks***

The District pays employees semi-monthly, on the 15th and last working day of each month, according to the pay schedule issued by the Payroll Department (see Appendix,). All employees, including Guest Teachers, may elect to receive pay by one of two methods: 1) Direct deposit; or 2) PayTM card (issued by JP Morgan Chase Bank). All pay will be electronically sent to either the employee's bank account via direct deposit or added to the employee's PayTM card. No paper checks will be printed. ***It is the employee's responsibility to communicate directly with the Payroll Department when a change to an employee's direct deposit information has occurred. An untimely notification of direct deposit information will result in delay of payment.***

Pay Deposit Advices are not issued to employees. Pay Deposit Advices and Form W-2 may be accessed through MUNIS Employee Self Service (ESS) at <https://munis.humble.k12.tx.us/MSS/>. Contact the Payroll Office if you have questions regarding your payroll statement. Contact the Help Desk at extension **281-641-8255** if you have log in problems with ESS.

### ***Liability Insurance Benefits***

Guest Teachers are not eligible for leave benefits provided for contract staff members of the Humble Independent School District. However, Guest Teacher staff members are covered under the District's legal liability insurance plan. The District's legal liability insurance policy protects employees, including Guest Teacher teachers, against claims made against them for errors, omissions, and/or breach of duty in the performance of their jobs for the District (Board Policy CRB). The policy provides protection except when an administrative investigation determines that:

- The claim arises from a staff member's action which was not in accordance with official directives or established Board Policy; or
- The claim arises from an illegal act, official misconduct or gross negligence on the part of the staff member

### ***Workers' Compensation Benefits***

*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. Workers' comp benefits pay for medical treatment incurred due to an injury on the job. In order to be eligible to receive workers' compensation benefits, all work-related accidents or injuries must be reported immediately to the immediate supervisor and to the Risk Management Office.

### ***Unemployment Compensation***

*Policy CRF*

**Guest Teachers are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Workforce Commission at 1-800-939-6631 or 281-983-1100.**

### ***Retirement Service Credit***

A Guest Teacher may request credit for retirement after Guest Teaching 90 or more days in the year and filing a TRS form at the end of the year. TRS will bill the Guest Teacher for the total amount due for the service credit. **Please contact the Teacher Retirement System at 1-800-223-8778, to inquire about the amount charged to the employee for the number of days worked and the necessary documents that must be submitted.**

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## **EMPLOYEE CONDUCT AND WELFARE**

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### ***Standards of Conduct***

*Policy DH*

**All employees** are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and co-workers.
- 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, district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules, 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 employees shall perform their duties in accordance with state, federal law, district policies, procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. The district is required to report alleged incidents of certain misconduct by educators, including having a criminal record, to SBEC no later than the seventh day after the Superintendent first learns of the incident.

## ***Educator Code of Ethics***

### *Policy DH*

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which **all** district employees must follow, is reprinted as follows:

### **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 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/coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other 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 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 sexually explicit; and
- vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## ***Discrimination, Harassment, and Retaliation***

### *Policies DH and DIA*

Employees should not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment or carrying out their assigned

duties, employees should not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

The district takes harassment complaints very seriously and will investigate any and all discrimination and/or harassment complaints that are made. To view the district's discrimination, harassment, and retaliation policy, please refer to the district's online board policy or use this link: [http://www.tasb.org/policy/pol/private/101913/pol.cfm?DisplayPage=DIA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/101913/pol.cfm?DisplayPage=DIA(LEGAL).pdf)

### ***Harassment of Students***

*Policies DF, DH, FFG, and FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advance, request for sexual favors, or other oral, written, physical or visual conduct of a sexual nature. Romantic or inappropriate social relationships between district employees and students are strictly prohibited. Other prohibited conduct includes:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Contacting students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would be reasonably construed as sexual in nature
- Enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefits.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found online or at this link: [http://www.tasb.org/policy/pol/private/101913/pol.cfm?DisplayPage=FFH\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/101913/pol.cfm?DisplayPage=FFH(LEGAL).pdf) .

### ***Reporting Suspected Child Abuse***

*Policies DF, DG, DH, FFG, and GRA*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from a physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports can be made to the Texas Department of Family and Protective Services Abuse Hotline at 800-252-5400 24 hours a day, 7 days a week. 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 make the required report may result in prosecution as a Class A misdemeanor. 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 or minor 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. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to file a report with the appropriate state agency. 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.

An additional agency available is the Texas Youth Hotline, 800-98YOUTH or 800-989-6884, which will provide peer counseling to youth and family members for family conflicts, delinquency, truancy, abuse and neglect, and running away.

### **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children. 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 suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow procedures described above in *Reporting Suspected Child Abuse*.

## ***Technology Resources***

### *Policy CQ*

The district's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance
- Is occasional and sporadic, thereby not diminishing the employee's work time

*Please Note: Electronic mail submissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.*

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's Acceptable Use Policy and administrative procedures. Employees with questions about computer use and data management can contact Technology Services at 281-641-8065.

## ***Personal Use of Electronic Media***

Electronic media includes, but is not limited to, all current forms of social media, such as text messaging, instant messaging, e-mail, Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes 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 media as they are for any other public conduct. If an employee's use of electronic media 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. 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 the 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 media for personal purposes shall observe the following:

- Use of your personal cell phone during class time is **not allowed**. Guest Teachers should not send text messages, make or accept personal phone calls, check for email, or use a personal cell phone for any other use during class time.
- The employee may not set up or update the employee's personal social network pages(s) using the district's computers, network or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent of the district.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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 (See Policy FL)
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law (See Policy DH Exhibit)
  - Confidentiality of district records, including educator evaluations and private email addresses (See Policy GBA)
  - Copyright law (See Policy CY)
  - Prohibition against harming others by knowingly making false statements about a colleague, student or the school system (See Policy DH Exhibit)

### ***Criminal History Background Checks***

Employees may be subject to a review of their criminal history record information at any time during employment. A national criminal history check based on an individual’s fingerprints, photo, and/or other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and the State Board for Educator Certification with access to an employee’s current national criminal history and updates to the employee’s subsequent criminal history. All employees must be fingerprinted before reporting to work for the first time. At any time after the initial hiring process, employees may be subject to a review of their criminal history record information.

### ***Employee Arrests and Convictions***

#### *Policy DH*

A Guest Teacher must notify the District within three (3) calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate/permit that would entitle a 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, which includes, but is not limited to:
  - Dishonesty
  - Theft
  - Fraud
  - Misrepresentation
  - Deceit
  - Deliberate violence
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

- 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 SBEC rules.

## ***Alcohol- and Drug-Abuse Prevention***

*Policies DH, DI*

Humble ISD is committed to maintaining an alcohol-free and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off district property. Employees who use or who are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

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

- Any controlled substance of dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Alcohol or any alcoholic beverage
- Any abusable glue, aerosol paint, or any other chemical substance that can be inhaled
- Any other intoxicant, mood-changing, mind-altering, or behavior-altering drug

Humble ISD prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. Employees who violate this prohibition shall be subject to disciplinary sanctions which may include:

- Termination of employment with the district
- Referral to appropriate law enforcement officials for prosecution

## ***Tobacco Use***

*Policies DH, GKA, FNCD*

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

## ***Fraud and Financial Impropriety***

*Policy CAA*

All employees should act with integrity and diligence in duties involving the district’s financial

resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

### ***Conflict of Interest***

#### *Policy DBD*

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. In addition, an employee may not recommend, endorse, or require students to purchase any product, material, or service in which he/she has a financial interest or that is sold by a company where the employee works outside of school hours. An employee is also prohibited from using his or her position with the district to attempt to sell products or services.

### **Gifts and favors**

#### *Policy DBD*

Employees must disclose any gifts, favors, services, or benefits received with a total value of \$100 or more from any one individual over the course of one school year to the district's Director of Internal Audit. This includes the value of any food, lodging, transportation, tickets, or business entertainment accepted as a guest. The acceptance of any gift, favor, service, or other benefit that could reasonably be construed to influence the selection of textbook, 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.

If an employee has any questions regarding acceptable conduct or the interpretation of this policy, or if there is doubt about the best course of action in a particular situation, the employee should get clarification from his or her supervisor or the district's Internal Audit office at 281-641-8009.



## ***Copyrighted Materials***

### *Policy CY*

Employees are expected to comply with 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.

## ***Safety***

### *Policy CK*

The district's safety program includes procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees and students and to protect district equipment, employees must:

- 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.

## ***Possession of Firearms and Weapons***

### *Policies FNCG, and GKA*

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure everyone's safety, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Humble ISD Police Department immediately at 281-641-7900.

## ***Visitors in the Workplace***

### *Policy GKC*

All non-employees or visitors to any campus are expected to enter the district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive a visitor badge and will be given directions or will be escorted to their destination. Employees who observe an unauthorized individual on district premises should immediately direct him or her to the building office or contact the administrator in charge.

## ***Dress and Grooming***

It is the philosophy of Humble ISD that there is a positive correlation between student grooming and the learning climate. The Student/Parent Handbook outlines appropriate dress guidelines for students. It is the expectation that the dress code for all employees is in line with the expectations of appropriate dress as identified in the student handbook.

As a general rule, dress and grooming shall be clean, neat, and appropriate for the employee's assignment and in accordance with any other standards as established by the supervisor. Inappropriate attire is any item that causes a distraction to other employees or students, or creates an unsafe environment.

Examples of inappropriate attire for employees include but are not limited to:

- low cut blouses or shirts that expose the bare chest
- mini-skirts or dresses shorter than mid-thigh or with slits above mid-thigh
- clothing that is excessively tight or loose
- clothing that is too short or exposes the midriff during normal work activities
- flip-flops or other types of shoes that could hinder walking effectively

Students are not allowed to wear unusual hair colorings or jewelry worn in pierced body parts other than ears. Visible tattoos are also prohibited for students. It is the district's expectation that campus employees follow the same dress code guidelines that students are expected to follow in regard to these items.

Additional considerations for employees regarding dress and grooming include:

- Facial hair is acceptable as long as it is trimmed and well groomed.
- Shirts and blouses with rounded tails should be tucked in; however those with square tails may be worn outside the skirt or pants. Buttoned garments should be buttoned within two buttons of the throat.
- Clothing designed with belt loops should be worn with a belt. Pants are expected to be full length or capri length (for women).
- Appropriate undergarments must be worn and not be visible.
- Shoes must be worn that are appropriate to the duties being performed

## **Personal Recording Devices**

### *Policy CQ*

The purpose of this Regulation is to outline the restrictions on the use of personal recording devices in Humble ISD facilities and during school-related activities. The potential for misuse of these devices in the workplace and in the classroom is a growing concern at Humble ISD and elsewhere. The devices are smaller and less expensive than in past years and thus are more prevalent. The devices are easy to conceal and permit people to record other individuals' activities without their knowledge or consent. Audio recordings and digital images also may be immediately posted to the Internet or email without the knowledge of the individuals whose images or voices have been recorded. The inappropriate use of recording devices may impair harmonious working relationships, disrupt morale, and lead to complaints about invasion of privacy, harassment, student cheating, and copyright violations. The misuse of such devices also may violate the criminal law.

## **Searches and Alcohol and Drug Testing**

### *Policy DHE*

Non-investigatory searches in the workplace, including accessing an employee's desk, locker, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees 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, work areas, lockers, and private vehicles parked on district premises, work sites or used in district business.

Any district employee may be required to undergo a drug and/or alcohol test paid for by the district at any time that the employee's supervisor determines that "reasonable suspicion" exists to believe the employee has used or is under the influence of a controlled substance, a dangerous drug, alcohol, or any other substance that could influence the person's ability to safely perform the tasks, duties, and responsibilities of the employee's position. The determination of reasonable suspicion is based on specific observations of the appearance, behavior, speech or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place preceding, during, or just after the period of the workday that the employee is on duty.

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## **COMPLAINTS AND GRIEVANCES**

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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 (Policy DGBA). Employees are encouraged to discuss their concerns or complaints with their supervisor or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees. The Board Policy DGBA can be found online or at this link:

[http://www.tasb.org/policy/pol/private/101913/pol.cfm?DisplayPage=DGBA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/101913/pol.cfm?DisplayPage=DGBA(LEGAL).pdf)

To file a grievance, an employee should contact the Superintendent's Office at 281-641-8008, the Human Resources Department at 281-641-8160, or complete the online Grievance Form and fax it to the Superintendent's Office at 281-641-1050. The grievance form can be found online or at this link:

<http://www.humbleisd.net/cms/lib2/TX01001414/Centricity/Domain/7/GrievanceForm.pdf>

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## STUDENT ISSUES

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### ***Equal Educational Opportunities***

#### *Policies FB and FFH*

Humble ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational 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 of students on any of the reasons listed above should be directed to Dr. Thomas Price, Deputy Superintendent; 281-641-8110.

### ***Student Records***

#### *Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees 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 (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

The 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.

### ***Parent and Student Complaints***

#### *Policy FNG*

Parents are encouraged to discuss problems or complaints with the teacher(s) or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction with the teacher should direct their concerns to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

### ***Administering Medication to Students***

#### *Policy FFAC*

Only designated employees can administer medication, nonprescription medication, and herbal or dietary supplements to a student. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. The container will be stored in the campus nurse's office.

In addition, District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement and cannot knowingly endorse or suggest to any student the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement or a psychotropic drug commonly described as a mood or behavior-altering substance.

## ***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. A Guest Teacher that has concerns about a particular student's conduct should refer the student to the campus principal.

### ***Bullying***

*Policy FFI*

The District prohibits bullying as defined by Board Policy FFI (reprinted below). Retaliation against anyone involved in the complaint process is a violation of District policy. All employees are required to report student complaints of bullying to the school principal.

Bullying occurs when at school or a school-related event, a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

### ***Hazing***

*Policies FNCC*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, or who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing, must report that fact or suspicion to the designated campus administrator.

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## GENERAL PROCEDURES

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### ***Closing of School***

The district may release students' early, open schools late, or close facilities entirely because of bad weather or emergency conditions. If this becomes necessary, the Superintendent will make the official decision and inform the public:

- By announcing information in alerts sent via the Your Schools Insider system. These alerts may be in the form of email, text messages to your cell phone, or telephone calls to your cell phone and/or home phone. Sign up for announcements on the Humble ISD web site at <http://www.humbleisd.net/>
- By posting the alert on the Humble ISD web site
- By announcing it on these and in other media outlets:
  - KPRC, Channel 2 TV
  - KHOU, Channel 11 TV
  - KTRK, Channel 13, TV
  - KTRH Radio, 740 AM

### ***Emergencies***

*Policy CKC and CKD*

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills are conducted periodically to familiarize employees and students with safety and evacuation procedures. Each campus, building and athletic facility is equipped with at least one automatic external defibrillator (AED). 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, phone number(s), and personal email address. A name change must be done in person and can only be done when a social security card with the new name is presented to a Human Resources employee. To process a change in home address, cell or home phone number, and/or personal email, the employee should log onto the MUNIS Employee Self Service (ESS) site, <https://munis.humble.k12.tx.us/MSS/> and make changes directly at this site, or by accessing Human Resources at this link: [https://fs11.formsite.com/humbleisdweb/form368794369/secure\\_index.html](https://fs11.formsite.com/humbleisdweb/form368794369/secure_index.html).

### ***Personnel Records***

*Policy GBA*

Most district records, including employment records, are public information and must be released upon request. Employees may choose to have the following personal information withheld from viewing by the public:

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

To reject public access to this information, submit a written request to HR anytime. The form is available at this link:

<http://www.humbleisd.net/cms/lib2/TX01001414/Centricity/Domain/7/PublicAccessNotification.pdf>

Requests for official personnel records, including transcripts, service records, certificates, and performance evaluations are not released (with the exception of court orders or subpoena of records) without written authorization from the employee.

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## APPENDIX

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*This section contains documents for the 2014-2015 school year including:*

*Calendar*

<http://www.humble.k12.tx.us/cms/lib2/TX01001414/Centricity/Domain/1/2014-15%20Calendar.pdf>

*Campus Directory- Please visit the District website*

*District Map*

<http://www.humbleisd.net/cms/lib2/TX01001414/Centricity/Shared/districtmap.pdf>

*Payroll Calendar-Please visit the District website*

*Salary Schedule- Please visit the District website*