

COVINGTON I.S.D.

Substitute Teacher Handbook



2017-2018

Covington ISD Substitute Teacher Handbook

INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to my office for consideration.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of substitute teachers in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, please refer to the policy codes that are associated with handbook topics, confer with the campus principals, or call the appropriate district office. District policies can be accessed on line at www.covingtonisd.org. A Policy manual is located in the Superintendent's office and is available for employee review during normal working hours.

Our school district must have effective substitute teachers who are willing to accept the responsibility of ensuring that the educational process is not interrupted when the teacher of record is absent. Therefore, by making application to be a substitute teacher here at Covington ISD, you are making a commitment to helping us accomplish this goal. When you accept a substitute teacher assignment, you should consider yourself an employee and a teacher of the school district with all of the responsibilities of an employee and teacher. Please utilize this handbook and the information it provides as we work together to improve student achievement at CISD.

Sincerely,

Dr. Chris Heskett
Superintendent

SUBSTITUTE HANDBOOK RECEIPT 2017-2018

Substitute's Name: _____

I hereby acknowledge that I have received a hard copy of the Covington ISD Substitute Teacher Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

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

I understand that I have an obligation to inform the school district of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the substitute teacher coordinator, campus principals, Superintendent, or appropriate district office, if I have questions or concerns or need further explanation.

Signature

Date

Acknowledgement of Use of District's Computer System

I understand that computer use is not private and that the District will monitor my activity on the computer system.

I agree to read the District's electronic communications system policy and administrative regulations. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

Signature

Date

Note: Please sign and date this receipt and forward it to the superintendent's office.

DISTRICT INFORMATION

Mission Statement

Policy AE

The mission of Covington Independent School District is to graduate responsible young adults with the knowledge and skills to achieve their goals by providing a learning environment that instills values, sense of purpose, and pride in our Covington Owl heritage.

The community of Covington is rural in nature and consists of small to medium-sized farms and ranches and is fast becoming a commuter bedroom community to the Metroplex. Located alongside Highway 171 in Hill County, it is about an hour South of Fort Worth and an hour North of Waco. The school consists of grades Pre-K through 12th. The district is composed of approximately 286 students.

Board of Trustees

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

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

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

Board members:

President	Andy Lopez
Vice-President	Shane Johnson
Secretary	Paula Ratliff
Member	Georgia Whittington
Member	Alisha Johnson
Member	Chris Lidster
Member	Jean Martin

The board meets regularly on the second Monday of each month at 7:00 p.m. in the high school conference room. In the event that large attendance is anticipated, the board may meet in the school library. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district web site and the administrative office window at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Administration

Superintendent	Dr. Chris Heskett
Secondary Principal (7 th -12 th)	Sherry Abbott
Elementary Principal (PK-6 th)	Leslie Edens
Elementary Assistant Principal	Kara Mackey
Secondary Assistant Principal & Counselor	Kristi Abrego
Secondary Assistant Principal	Keri Heskett
Athletic Director	Charles Steele
Office Staff:	
Business Manager	Pam Frazier
Administrative Office Clerk	Sarah Ramirez
Superintendent's Secretary	Lisa Nivens
Secondary Principal's Secretary	Shannon McLain
Elementary Principal's Secretary	Kyla Wood
Students' Records & PEIMS Clerk	Kyla Wood
Student Attendance/Receptionist	Robbie Frazier
Substitute Teacher Coordinator	Robbie Frazier

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

The Covington 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 about discrimination based on sex, including sexual harassment should contact the Superintendent, Diane Innis, who is also the district's Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact the Superintendent, Diane Innis, the district ADA/Section 504 coordinator. Questions and concerns relating to discrimination for any other reason should be directed to Superintendent, Diane Innis.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis on the districts web site, www.covingtonisd.org.

Searches

Policy CQ, DHE

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

SUBSTITUTE TEACHER RESPONSIBILITIES

Arrival

Substitutes

- shall report to the school at 7:45am, unless on morning duty then report at 7:20am or the time given by the substitute teacher coordinator when they were scheduled to substitute.
- are expected to be on time in every capacity.
- shall be dressed in accordance with the school personnel dress code.

Substitute Teacher Attendance

Substitutes are expected to be on duty the entire day unless they are scheduled to work only a half day. They should not leave the building during the school day without permission from the appropriate grade-level principal.

Preparation Prior to Classroom Assignment

The classroom teachers' class rosters, lesson plans, teacher's editions, seating charts, substitute teacher folder, and attendance rolls are all valuable materials that a substitute should know where they are at all times and protect them. All this information is confidential. If the substitute can not locate the classroom teacher's lesson plans, notify the appropriate principal immediately. Start the day out by meeting and greeting the students at the door of the classroom. Remember to smile with eye contact to appear confident.

General Daily Routine During the Day in the Classroom

The substitute teacher is to perform the duties of the classroom teacher for whom they are replacing as a substitute. They are to follow lesson plans and other instructions left by the classroom teacher as well as complete all regular assignments unless otherwise changed by the grade-level principal. Substitutes should not hesitate to ask for help or clarification from another grade level teacher or appropriate principal, if necessary.

Student attendance:

Elementary (PK-6th) - Must be taken between 8:55 am – 9:05 am and turned it to the elementary principal's office as soon as it is complete.

Junior High and High School (7th-12th) – Must be taken immediately following the tardy bell **EVERY PERIOD**, recorded on the supplied roll sheets, and sent to the secondary principal's office as soon as roll is called.

Release of students:

- Any person who comes to the classroom for any type of information about a student or comes to the classroom asking that a student be released from school must be directed to the appropriate principal's office. Students are not to be released from the classroom without official notice from the appropriate principal's office.
- Students who wish to leave campus during the school day must first report to the appropriate principal's office for approval.

During class time

- Under no circumstances is a substitute to leave the students unattended. In the event of an emergency, ask a neighboring teacher to monitor the students or send a student to the appropriate principal's office for assistance or use the classroom intercom call button to contact the office.
- The substitute shall not receive money from children unless instructed to do so. If money is collected, the substitute shall deposit it with the appropriate principal's office personnel at the first available opportunity. Do not leave money unattended in the classroom. Substitutes shall not lend money to students for any reason.
- If a substitute has an occasion to take up an item of value from any student, the substitute is responsible for the item until it is returned to the student or turned over to the appropriate principal or that principal's office personnel. Items shall be labeled with the student's and teacher's name. The substitute teacher should be sure to leave a note for the classroom teacher to let her know about the item and incident.
- Under no circumstance shall a substitute bring a book to read, craft to work on, or video to watch while on duty nor shall they be on the computer. Students need your full attention.
- Cell phone use by the substitute for personal calls or personal text is prohibited while instructing the students.
- Any time there is an assembly or any activity during the school day; all teachers are required to be in attendance, seated with their class. There will be no exceptions.
- Students should not be allowed to use their cell phones for calls or texting during class time. If the substitute feels that it is an emergency in regard to the welfare of the student, then the student should be sent to the appropriate principal's office with a note and their signature to use the phone.
- There is to be no food or drink except for water in the classroom by the students or substitute except during scheduled/planned events where food is allowed. Do not give students food or candy.
- No videos or movies are to be shown to students during class time for entertainment purposes. Videos or movies that are part of the curriculum may be shown, but may not be more than a PG rating. Please do not ask to show movies or videos for rewards. Let's reward our students by assuring that they have been given the best

education that we can provide for them. Before showing a movie, an approval form must be filled out and approved by the appropriate principal.

- The substitute should not feel that they are merely ‘baby-sitting’ or just holding things together. Substitutes should make every attempt to preserve the daily routine of the classroom.
- The substitute is responsible for keeping an orderly classroom by enforcing all school and classroom rules without apology.
- Use discretion and caution when issuing hall, restroom, library, counselor, nurse, office, and vehicle passes.
- Each teacher is considered to be on hall duty between each period. Therefore, substitutes shall perform this duty when replacing a classroom teacher. The primary purpose of this requirement is to provide adequate supervision of our students and to provide a safe school environment at all times. Many potential problems may be reduced by the presence of responsible adult supervision in the halls. If a substitute is replacing a classroom teacher who is assigned a duty period, the substitute is expected to report at the assigned time and perform all duties as assigned unless a change of assignment is made by the appropriate principal. **Unless assigned a special duty, each teacher will be on hall duty between 7:45am – 8:03am; then again from 3:35pm – 3:40pm.**
- Remember that every student is someone’s pride and joy so always treat him/her accordingly.

Student Discipline

- The substitute must **never** administer corporal punishment to any child.
- Never touch or grab a child
- The substitute is expected to maintain a level of discipline in the classroom that is conducive to good learning.
- When individual students cause behavior problems which are disruptive to good learning conditions and the substitute teacher cannot handle the situation after several honest attempts, the student(s) should be sent to the appropriate principal’s office with a note explaining the circumstances. If necessary, the substitute should request that the principal come to the classroom. NEVER leave the students unattended!!
- Firm, fair treatment of all students, combined with explicit explanation and direction will preclude many disciplinary problems.
- The substitute teacher should determine if any special needs students are in the classroom. If these students misbehave, the substitute will need to find out if they have a behavior management plan. If they do, it will need to be reviewed and followed.
- Avoid negative reinforcement such as a punitive, non-instructional, time-wasting tasks like writing sentences, standing in the corners, or other intimidating and humiliating correctives.
- If you need assistance, always ask another student to get a teacher or the appropriate principal.

Emergencies / Medical / Other

- All accidents and illnesses to students on the school grounds, in the building, on the way to or from school, or occurring at any place while the student is under the supervision of the school, shall be referred to the appropriate principal and the nurse. NOTE: The school nurse or authorized school personnel ONLY are authorized to administer medications to students. *Teachers or Substitute Teachers are not authorized to give any medication to students.*
 - Brooke Cagle, RN, is the nurse. She is in her office at the intermediate Monday through Friday. If you have a student in your class who needs medical attention, send them with a pass to the nurse's office.
- When sending a student to see the nurse, please have them go straight to the nurse's office. All unusual requests from parents and students shall be referred to the appropriate principal.
- Report any unusual happenings to the appropriate principal as soon as possible.
- The substitute teacher shall arrange for any parent conferences, ONLY after consulting with the appropriate principal.
- Be familiar with campus emergency drill procedures.

Dismissal of Students

Make certain that all students remain in the scheduled class until the dismissal bell rings. Maintain an orderly dismissal of the students. Dashing, pushing, and or running in the halls is prohibited and shall be monitored by teachers.

End of Day Procedures

- At the end of the day, the substitute shall complete the teacher's report to summarize the day's activities including any disciplinary issues or mishaps. Be sure to include information about any items of value of a student's that you may have turned in to the office.
- Punch out on the time card
- Substitutes shall report to the substitute coordinator to return classroom keys and to determine if they will be needed the following day.

Possible Causes for Removal from Substitute List

Failure to adhere to any of Covington ISD's school policies or non-compliance with the following may result in possible removal of a substitutes's name from the district's approved substitute teacher list. While this is a list of possible causes for removal from the substitute teacher list it is not an exhaustive list of causes.

- Being arrested or convicted of any one or more of the arrest and or convictions outlined in this handbook.
- Not attending required training provided by Covington ISD for substitute teachers.
- Wearing inappropriate attire that does not meet the dress code.

- Discussing any student’s behavior, grades, performance, social problems, emotional problems, or medical problems with anyone other than their teacher, counselor, principal, or nurse when not necessary
- Having food or drink in the classroom
- Using a cell phone in any way for personal reasons in the classroom while supervising students
- Allowing a student to use their cell phone for calls and/or texting.
- Lack of monitoring students in the classroom because of other distractions (e.g., non-school related computer use, reading books or other non-school related materials, general visiting with other adults, cell phone use for personal reasons, etc.)
- Leaving students unattended in the classroom
- Using inappropriate language or behavior
- Using tobacco products on campus
- Being in possession of weapons or firearms on campus
- Violating any other policies or procedures of Covington ISD
- Repeatedly turning down assignments, repeatedly unavailable for calls, or frequently canceling assigned positions
- you do not timely return a letter of reasonable assurance

GENERAL EMPLOYMENT INFORMATION

The Superintendent’s office is responsible for the District’s Official Substitute Teacher List. A Principal will submit a recommendation of approval to the Superintendent for an applicant to be approved as a substitute teacher. All required documents must be completed and submitted to the Superintendent’s office and the applicant must have been fingerprinted before the Superintendent will approve the applicant to be added to the list of approved substitute teachers.

Employment as a substitute teacher is at-will, is not for any specified term, and may be terminated at any time by either the substitute or the district.

Required Documentation

- Completed Substitute Teacher Application
- Official High School transcript or College transcript, or GED Certificate
- Signed Criminal History Record Information Addendum
- Completed W-4 (Federal Withholding Exemption Form)
- Completed Employment Eligibility Verification (I-9) w/copies of valid ID
- Copy of driver license
- Copy of social security card
- Verification of fingerprints through FACT Clearinghouse

Compensation

Substitute teacher pay is \$70 per day; \$35 per half-day. The cut-off date for the submission of days worked is the nineteenth of every month. Days worked after the nineteenth will be paid the following month.

A substitute teacher whose continuous employment as a substitute for an individual teacher exceeds ten consecutive days will be considered a long term substitute and shall be paid \$80 per day; \$40 per half-day.

Paychecks

Checks are issued on the 25th of each month and are available to be picked up in the Administration office on payday by the substitute teacher. Paychecks will not be released to any person other than the substitute teacher named on the check without the substitute's written authorization. If the check is not picked up by 4:30 pm on the pay date or other arrangements made by the substitute with the business manager, it will be mailed the next day.

Substitutes can have their paychecks automatically electronically deposited into a designated account. A notification period of 10 days prior to the 25th of the current month is necessary to activate this service. Contact the business manager for more information about the automatic payroll deposit service.

Automatic Payroll Deposit

If a substitute is enrolled in direct deposit, his or her wage statement will be emailed to them. If there is no email address on file, the wage statement will be distributed with the paychecks. It is important and the substitute's responsibility to keep your email address up to date with the business office.

An employee's wage statement contains detailed information including deductions, and withholding information. See the business manager if you have questions about your wage statement.

Payroll Deductions

Policy CFEA

Automatic payroll deductions for the FICA Alternative, federal income tax, and Medicare tax deductions are required for all substitutes.

Overtime Compensation

Policy DEA

The district compensates overtime for nonexempt employees (hourly employees, paraprofessional employees, and substitutes) in accordance with federal wage and hour laws. Only nonexempt employees are entitled to overtime compensation. Substitutes are not authorized to work beyond their normal work schedule without advance approval from the appropriate principal.

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is

not measured by the day. For the purpose of calculating overtime, a work week begins at 12:01 a.m. Sunday and ends at midnight Saturday. Should a substitute work more than 40 hours in a work week, they may be compensated for overtime with direct pay at time-and-a-half rates.

Substitute Eligibility for Health Insurance Coverage

Policy CRD

Covington ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Covington ISD.

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

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full premium. You must submit payment for one calendar month with your enrollment form. The premiums for subsequent months will be deducted from your pay for the preceding month. If your pay is not sufficient to cover the full premium, you must submit the difference to the district by the **last** day of the preceding month. If the **last** day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the Superintendent. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the

Texas Labor Code.

Unemployment Compensation Insurance

Policy CRF

Substitutes who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits.

This provides notice of reasonable assurance of continued employment with Covington ISD when each school term resumes after a school break. By virtue of this notice, please understand that you are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year including, but not limited to, the summer, Christmas, and Spring Breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of Covington ISD (e.g. lack of school funding, natural disasters, court orders, public insurrections, war, etc.) Substitutes with questions about unemployment benefits should contact the Superintendent.

EMPLOYEE RELATIONS AND COMMUNICATIONS

District Communications

Throughout the school year, the District office publishes calendars, news releases, and other communication materials. These publications offer information pertaining to school activities and achievements.

This school district and its career and technology education program does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

Este distrito escolar y su programa educacional de carrera y tecnología no discriminan en base a sexo, discapacidad, raza, color, edad u origen nacional en sus programas educativos, actividades, o empleo como lo requiere el Título IX, Sección 504, y Título VI.

COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employment concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. It is encouraged to discuss concerns or complaints with the appropriate principal or an appropriate administrator at any time.

The formal grievance process provides an opportunity to be heard up to the highest level of management if there is a dissatisfaction with an administrative response. Once all administrative grievance procedures are exhausted, concerns or complaints may be brought to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows: See Policy on line - DGBA (local) at www.covingtonisd.org

SUBSTITUTE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, members of the community.
- Maintain confidentiality in all matters relating to students and coworkers. Do not discuss students' conduct, grades, or abilities with anyone outside the school district or with unauthorized personnel in the school community. Serving in an assignment as a substitute teacher is a position of public trust. Confidential information must not be disclosed.
- Report to work according to the assigned schedule.
- Notify substitute coordinator 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.
- Under no circumstances shall a substitute teacher criticize a regular classroom teacher, administrator, or student in the presence of other teachers, students, or members of the community.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to appropriate principal immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district substitutes should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment

to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other 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 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, DIA

Substitutes shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, substitutes shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available on the district's website.

See Policy on line - DIA (local) at www.covingtonisd.org

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the appropriate principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* and *Bullying* for additional information.

See Appendix for the district's policy that includes definitions and procedures for reporting and investigating harassment of students.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is available on the district's website.

See Policy on line – DF, DH, FFG, FFH (local) at www.covingtonisd.org

Alcohol and Drug-abuse Prevention

Policies DH, DI

Covington ISD is committed to maintaining an alcohol 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 school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use is available on the district's website. See Policy on line – DH (Local), DI (Local) at www.covingtonisd.org

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, 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 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.

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

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith,

reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and 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. 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 the procedures described above in *Reporting Suspected Child Abuse*.

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, except as otherwise permitted by law or district policy

- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

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 interest of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Nonschool employment

Gifts and Favors

Policy DBD

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

Associations and Political Activities

Policy DGA

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

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

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

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent.

School Safety Management Plan

An “incident” may involve a seriously ill individual, shooting, suicide, weapon, stabbing, hostage situation, violent assault, transportation accident, chemical /gas emergencies, fires, and bad weather (tornados).

When an incident occurs:

1. High school teachers and staff contact the secondary principal and elementary teachers and staff contact the elementary principal. Either of them or a designee will contact 911 and central administration office.
2. Office personnel will contact other members of the School Safety Management Team to report to the office.
3. An administrator will be delegated to await and direct emergency personnel.
4. An administrator will announce via the PA to hold all students in class in order to evacuate or lockdown until further notice.
5. Administrators, counselors will contact parents/guardians of victim(s).
6. Principals, teachers, coaches will clear classrooms or halls where crisis has occurred. These students and their teachers will be directed to the gym (control center), cafeteria, or an appropriate classroom. Counselor will report to same.
7. After the incident has been stabilized students who are upset should be allowed to see counselors in the control center.
8. Counselor will provide teachers with suggestions on how and what to discuss with classes.
9. Counselor will determine if other counseling personnel will be called in.
10. The principals will meet with faculty/staff as soon as possible to give accurate information regarding the incident and immediate plans.

Important Things to Keep In Mind

- ***Your grade book is very important in times of crisis – Who is absent? Who is missing presently? Keep it with you at all times. In the event of an evacuation, lock the door to your classroom.***

- Defer all questions from media to administration - **do not** give names of any individuals involved (issues of sensitivity, confidentiality, legality).
- **Do not repeat rumors or hearsay.**
- Some teachers may be needed to assist contacting parents/guardians of student body as a whole in order to give accurate information and allay fears – parents shouldn't have to learn about incident from the news media. A script will be provided.

TORNADO DRILL

In case of a tornado drill in this building the following procedures should be followed:
 A vocal message will signal for a tornado alert drill. In this event, bring all classes to the closest restroom. Line the students up along the walls and on the floor of their assigned area. ***PLEASE BE AWARE OF THIS PROCEDURE IN CASE OF AN EMERGENCY.***

LOCK DOWN PROCEDURE

The Campus Principal or the School Administrator of any campus may initiate a campus wide lockdown of the Covington School Campus. The lockdown call will be given school wide. Teachers will immediately lock and secure all doors and windows to their classrooms and offices. (Outside windows should not be covered, leave blinds open.) Should the lock down be initiated during a class change, teachers should have students closest to their rooms enter and then secure their doors and windows. **Any student attempting to enter the room after the lock down should be instructed of the lock down status and instructed to go immediately to the office.** Students on the practice fields, or outside for PE, etc., shall follow the directions of the School Staff or Administrator assigned to that area. In most cases the school faculty should direct students to secured areas away from the building, and not back into the school building. **Janitors and other employees/visitors not in a classroom should enter the closest available classroom or report immediately to the office area. Other personnel should report to the inner offices area.** The Hill County Sheriff's Department should also be notified should they need to respond. **One person should remain outside in the office hallway to direct incoming students caught out between classes.** Incoming students may be secured with an adult or with other office personnel. **Cafeteria worker should secure himself/herself inside the inner food pantry closet in the kitchen area.**

NO ONE is permitted to ENTER or LEAVE the Classroom after the lock down is initiated.
NO EXCEPTIONS

Teachers and staff will not contact the office unless they have a valid emergency.

The CISD communication system shall remain clear for emergency traffic only. Any details concerning injuries or weapons use should be reported as an emergency. Teachers should engage the students to promote a calm atmosphere. If necessary, students shall be directed to stay away from windows and doors and take a position of cover. The Lockdown can only be ended by an ALL CLEAR card being placed under the door. During lockdown no visual or audible evacuation notice will be followed. Should there be a fire alarm or visual smoke; remain in your class until the "ALL CLEAR" card is received.

Tobacco Use and E-Cigarette Use

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products, or e-cigarettes 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, 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.

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude
 - *Moral turpitude* includes the following:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence; Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

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

Possession of Firearms and Weapons

Policies FNCG, GKA

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

Teacher/Aide/Para-professional/Substitute Employee Dress Code

COVINGTON ISD Teacher/Aide/Para-professional Employee Dress Code 2017-2018 School Year DURING THE SCHOOL DAY

The staff and student body of Covington ISD represent the school and thus, reflect a public image. As with any large business or organization in public view, certain guidelines regarding grooming and dress are required in order to preserve an attractive and respected appearance. The teachers in Covington represent the professional community. They model the actions that will be emulated by their students. As role models, teachers should feel a sense of responsibility to the students that they serve to always present their best self in their actions, attitudes, and dress.

1. Teachers should purchase clothes that emulate professional standards – teachers should not attempt to dress in a manner that reflects the casual standards of students.
2. No more than two earrings shall be worn in each ear of females.
3. Males shall not wear earrings.
4. Open collar dress shirts or polo type shirts are acceptable wear for men.
5. P.E. instructors and coaches shall put on wind pants or slacks before exiting their area of supervision, e.g., gym, locker room.
6. No sleeveless garment shall be worn by males or females.
7. All staff may wear denim blue jeans that are nice without holes, frayed, or patched as long as you are wearing a collared shirt or jacket.
8. Ladies shall wear professional apparel that exclude:
 - Leggings, leotards, jeggings, tight stretch long or short pants unless under a dress or skirt that meets the dress code requirement of no shorter than three inches above the knee
 - Wind suits/sweats (exception: P.E./athletics supervision)
 - Overalls

- Suggestive, overly tight, or revealing clothes
 - Shorts (exception: PE/athletics supervision and/or principal's discretion for special events)
 - Flip-flops
 - T shirts (exception: Spirit Day)
9. Men shall wear professional apparel that exclude:
- Shorts (exception: P.E./athletics supervision and/or principal's discretion for special events)
 - Wind suits/sweats (exception: P.E./athletics supervision)
 - Overalls
 - Flip-flops
 - T shirts (exception: Spirit Day)
 -

EXTRA-CURRICULAR EVENTS / SPIRIT DAY

Friday is designated spirit day. Employees may wear spirit/campus shirts, athletic shoes, and denim jeans.

Visitors in the Workplace

Policy GKC

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

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of 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.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, e-mail 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 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 action. Employees with questions about computer use and data management can contact the Superintendent.

Personal Use of Electronic Media

Policy CQ,DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (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, Twitter, LinkedIn, Instagram). 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 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 media for personal purposes shall observe the following:

- 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 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 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 e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media

Use of Electronic Media with Students

Policy DH

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

An employee is not subject to these provisions 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.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (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, Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as 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 uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- 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 enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of **10:00 p.m.** and **6:00 a.m.** An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- 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 Code of Ethics and Standard Practices for Texas Educators, 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 DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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.

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticides or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on the front door of the high school and elementary buildings. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

GENERAL DISTRICT PROCEDURES

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's web site (www.covingtonisd.org), attempt to notify parents using a District calling system, and notify the following radio and television stations:

- NBC Channel 5
- WTX Channel 10
- KHBR 1560 – Radio

Emergencies

Policies CKC, 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 will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the business manager in the central office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the business office.

Personnel Records

Policy DBA, GBA

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

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal email address

The choice to not allow public access to this information may be made at any time by submitting a written request to the business manager. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use

Policies DGA, GKD

Employees who wish to use the district facilities after school hours must follow established procedures. The principal is responsible for scheduling the use of facilities after school hours. Contact the principal to request to use school facilities and to obtain information on the fees charged.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

Noncontract Employees

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal of noncontract employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*)

Exit Procedures

Policies DC and CY

Separating employees are asked to provide the district with a forwarding address and phone number.

All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

Reports to the Texas Education Agency – Certified Employees

Policy DF

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence that the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent’s ongoing duty to notify TEA when a certified employee has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction.

Reports Concerning Court-ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee’s last known address
- Name and address of the employee’s new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB,FFH

The Covington 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 based on any of the reasons listed above should be directed to the superintendent.

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: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

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

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed 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 prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen[®]), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. 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. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the principal, assistant principal, or superintendent. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is available on the district's website. See Policy online - - FFI (local) at www.covingtonisd.org

Hazing

Policy 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 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, 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.

CLASS SCHEDULES

High School and Jr. High Schedule

Teacher Arrival	7:45am
1 st Morning Bell	7:57am
Period	
1 st	8:00-8:46
2 nd	8:49-9:35
3 rd	9:38-10:24
4 th	10:27-11:13
5 th	11:16-12:02
6 th JH Lunch	12:05-12:35
6 th HS Class	12:05-12:51
6 th JH Class	12:38-1:24
6 th HS Lunch	12:54-1:24
7 th	1:27- 1:57
8 th	2:00- 2:46
9 th	2:49- 3:35
Buses Run	3:40p
Teacher Departure	3:45pm

Elementary Schedule

Teacher Arrival	7:45am
1 st Morning Bell	7:57am
Classes Start	8:00am
LUNCH Times:	Pre-K/ K 10:35a- 11:05a
	1 st / 2 nd 11:05a- 11:35 a
	3 rd / 4 th 11:15a- 11:45 a
	5 th / 6 th 11:30a- 12:00 p
Release Bell	3:35pm
Buses Run	3:40pm
Teacher Departure	3:45pm

**Pep Rallies: home Game Days 1:21-1:51pm

LUNCH SCHEDULES

2017-2018

PK	10:35 am – 11:05 am
Kindergarten	10:35 am – 11:05 am
1 st Grade	11:05 am – 11:35 am
2 nd Grade	11:05 am - 11:35 am
3 rd Grade	11:15am – 11:45 am
4 th Grade	11:15 am – 11:45 am
5 th Grade	11:30 am – 12:00 pm
6 th Grade	11:30 am – 12:00 pm
JH Lunch	12:05 pm – 12:35 pm
HS Lunch	12:54 pm – 1:24 pm

TIPS FOR A SUCCESSFUL CLASSROOM

- Conduct class in a positive and organized manner to help prevent problems from occurring. Be pleasant; do smile; be friendly; show enthusiasm; and appear confident.
- A positive attitude is a key to winning the respect of students! Physical bearing and tone of voice directly affect the reaction of the class to the teacher. Put statements on their level and involve the students.
- Start the day by taking time to carefully review with the students the regular classroom rules and routines and then follow them consistently for effective transition.
- Start the day quickly, firmly, and concisely. Begin instruction promptly and use all allotted time in instructional endeavors. Try to learn students' names as quickly as possible.
- Be consistent and fair! Be firm enough to command attention and flexible enough to be fair. Avoid ultimatums!
- Scan the room frequently. Monitor activities by moving around the room and give students meaningful work. Your presence will help prevent off task behaviors.
- Redirect any off task or disruptive behaviors immediately. Be sure to deal with individual students and do not "fuss" at an entire class for one person's behavior.
- Use positive verbal praise when deserved. Reinforce desired behaviors as appropriate with statements like, "Thanks for listening carefully."
- If an individual student causes a serious behavior problem that is disruptive and cannot be handled, send another student to the office with a referral explaining the circumstances. Do not leave the students unattended.
- Become familiar with the discipline management plan. The principal can supply the necessary information for you.

COVINGTON INDEPENDENT SCHOOL DISTRICT
Policy for Students' Acceptable Use of Computers and Networks
2017-2018

The District's electronic communications systems, including its network access to the Internet, are available to students and personnel in Covington ISD. To gain access, all students, teachers, staff, and administrators must sign the District's Acceptable Use Policy. This system includes all computer hardware, software, networks, and related peripherals that a user may encounter within the District. The Internet is a network of networks connecting millions of computer users all over the world. The Internet enables worldwide connection to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. Covington ISD provides electronic communications access to promote educational excellence in Covington ISD schools by facilitating resource sharing, innovation, and communication. Covington ISD believes that the valuable information and interaction available on the Internet far outweigh the possibility that users may procure material that is inconsistent with the educational goals of Covington ISD.

Students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures below. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

The Superintendent or designee will oversee the District's electronic communications system.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to all users in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the District's system without written permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

COVINGTON INDEPENDENT SCHOOL DISTRICT'S
ELECTRONIC COMMUNICATION & DATA MANAGEMENT
AGREEMENT

Terms and Conditions of this Agreement:

These policies shall apply to:

1. Users of electronic information resources, which are utilized with equipment, located in CISD.
2. Users who obtain their access privileges through association with CISD.
3. Electronic information resources includes (but not limited to) CD-ROMs, DVDs, multimedia, Internet/on-line services, software, videocassettes, and electronic mail.
4. Electronic Communication and Data Management

Access to Covington ISD's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the Campus Technologist, Covington ISD students will be granted access to Covington ISD's system.
2. Students in grades PK – 12 will be assigned individual accounts.
3. Any system user identified as a security risk or as having violated Covington ISD and/or campus computer use guidelines may be denied access to the District's system.

The technology coordinator for the District's electronic communication system (or campus technologist) along with each campus principal will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.

2. Ensure that all users of the District's system complete and sign an agreement to abide by Covington ISD policies and administrative regulations regarding such use. All such agreements will be maintained on file in the technology coordinator's office or campus technologist's computer lab.
3. Ensure that employees supervising students who use Covington ISD's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in Covington ISD is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Be authorized to establish a retention schedule for messages on any District homepage or electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
7. Set limits for data storage within Covington ISD's system, as needed.

Individual User Responsibilities

Individual users agree to report misuse of the network to the Campus Technologist. Misuse can come in many forms, including but not limited to sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, using racist, sexist, or inappropriate language, or violating the guidelines set forth below.

The following standards for individual user responsibilities will apply to all users of Covington ISD's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Covington ISD policy or guidelines.
3. System users may not login in to use another person's system account without written permission from the campus administrator or Covington ISD coordinator, as appropriate.
4. Students may not distribute personal information about themselves or others by means of the electronic communication system.
5. Users should not expect that computers are private. Network administrators can review file folders and communications to maintain system integrity and make sure users are using the system responsibly.
6. System users may not view, save, and modify files in any location on the network unless given written permission by current teacher and/or Campus Technologist.
7. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
8. System users may not use school resources for playing non classroom-related educational games.
9. System users may not change Windows' properties for screen savers, backgrounds, etc.
10. System users may not upload public domain programs to the system without a teacher's written permission for class-related activity.
11. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
12. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not waste Covington ISD resources related to the electronic communications system.
14. System users may not gain unauthorized access to resources or information.
15. System users may not store executable files for games, audio streaming or video streaming on the C:\ or H:\ drives or home directories; no music files, video files or video clips can be saved unless necessary for class work.
16. System users shall not attempt to secure a higher level of privilege on the network.
17. System users shall not tamper with computers, networks, printers and other associated equipment except as directed by a Campus Teacher/Technologist.
18. System users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is called a bug, virus, worm, Trojan Horse, or similar name.
19. Participation in chat rooms and newsgroups is prohibited.

Guidelines for Student Email Use

As part of their school Google accounts, all students will have access to an email account. Students in grades P-K through 6 will only be able to email within the covingtonisd.org domain. Students in grades 7-12 will be able to email outside of the school domain.

1. Password sharing is prohibited.
2. Teachers and administrators will supervise the conduct of students on school grounds.
3. Obscenity, euphemisms, and other offensive language while using email are prohibited.
4. Supervising classroom teachers and network administrators can review email, file folders, and communications to maintain system integrity to make sure that users are using the system responsibly.
5. Students' email will be filtered and blocked if necessary. Parent/guardian will be notified of student misconduct.
6. Students should understand that e-mail is not a confidential medium for transmitting personal messages.
7. Students are strongly advised to not give personal information out over Internet email.
8. Students should not waste time sending email messages to each other instead of doing their work.
9. Students should not tie up system resources or computer lab spots to just check email not related to class work.
10. Students will not be given excused tardy slips because they have been checking email.
11. Wrongful use of email will subject students to disciplinary actions, including taking away all Google privileges as well as Internet privileges.
12. Students shall not attempt to read, delete, copy or modify email of other students.
13. Students shall not use another person's user ID and/or password.
14. Students may not use other email at school other than **their school email**.

Guidelines for Development of District Web Pages

For students' safety, no personally identifiable information about a Covington ISD student will be posted on a web page under the Covington ISD's control unless the Covington ISD has received written consent inside the *Student Handbook* from the student's parent.

1. No original work created by the Covington ISD student will be posted on a web page under the Covington ISD's control unless the Covington ISD has received written consent inside the *Student Handbook* from the student & parent who created the work.
2. Copyrighted software or data may not be placed on any system connected to the Covington ISD's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.
3. No personal homepages will be posted on Covington ISD's homepage.
4. The Principal (or designated person by the Principal) must approve what is deleted or added to his/her campus' homepage.
5. No commercial ads or solicitations will be allowed on the Covington ISD homepage. However, announcements or fundraisers can be mentioned along with the appropriate person to contact.
6. Any hyperlinks on the Covington ISD's homepage must be to appropriate educational subject-related sites

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Any interference with the work of others, with or without malicious intent, will be construed as vandalism.

Vandalism as defined above may result in the permanent cancellation of electronic communications system use privileges and will require restoration for costs associated with system restoration and/or hardware or software replacement or repair.

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system will be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material. The District will provide written notification to parents of potential objectionable material access.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension, and/or revocation of privileges on the District's system and will be subject to other disciplinary action in accordance with the Student Code of Conduct.

A student who knowingly brings prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Consequences of Misuse of Electronic Communications System or Resources

Use of the District's computer system to access telecommunications resources is a privilege and not a right, and may be revoked at any time. Violation of the policies and procedures of CISD concerning the use of computers and networks will result in "No Tolerance" disciplinary action. Administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff of CISD may request the system administrator to deny, revoke, or suspend specific user accounts.

Termination/Revocation of System User's Account

The District may suspend or revoke a system user's account to the District's system upon suspected violation of District policy and/or administrative regulations regarding acceptable use.

Terminating of a student's account will be effective on the date the principal or District Coordinator receives notice of student withdrawal or of revocation of the system privileges, or on a future date if so specified in the notice.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Covington ISD is pleased to offer teachers, administrators, and students access to the Internet for educational purposes. This educational tool will enable us to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems/networks.

Please be aware that with this educational opportunity also comes responsibility. It is important that you read and understand the District policy, administrative regulations, and agreement form. Inappropriate system use will result in the loss of the privilege to use this educational tool and/or further action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.