



# Substitute Handbook 2023-2024

## Welcome to Goose Creek CISD!

We appreciate the professional spirit that you demonstrate in the service that you provide for the young people of Goose Creek CISD.

While your position is an “as-needed” position, the responsibility that you assume as you conduct the lessons in a teacher’s absence is an important contribution to the success of our student’s instructional program.

We extend our appreciation and heartfelt thanks to you for sharing your talent with us. If we may be of assistance to you in any way, please contact the Substitute Office.

**Substitute Office: Mrs. Melissa Ornelas(281) 707-3768**  
**Payroll Contact: Ms. Eunice Renteria (281) 707-3605**



## Foreword

The Goose Creek Consolidated Independent School District seeks to maintain success for all students and to provide a positive and progressive educational climate. Academic excellence and professionalism are priorities in serving the individual needs of all students. The district is fortunate to have conscientious personnel in each realm of the educational process who are dedicated to these goals.

The district is especially appreciative of the excellent substitute staff, which enables daily instruction and learning to continue without interruption. This handbook provides a guide to GCCISD substitutes as we work together to provide the very best instruction for all GCCISD students. Additionally, GCCISD expects substitutes to follow the directions and lesson plans of the teacher as well as provide quality instructional time based on their assignment.

Duties of a substitute cannot be defined only by rules and regulations. Thus, this booklet does not encompass the entire scope of duties of the person who substitutes in the district. Success as a substitute is also dependent upon responsible, professional decision-making, which is governed by good judgment. It is important to remember that the welfare of all students should always be priority. Each substitute is responsible for the Board of Trustees Policies DH (Local) and DH (Exhibit) which defines professionalism and good judgment.

The publication of this handbook is to aid in defining areas of classroom responsibility and as a ready reference for you. All the information and/or stated guidelines in this handbook are superseded by GCCISD Board Policy. It is our goal to ensure the efficient operation of the Substitute Office. Therefore, it is our intent that this handbook serves as a reference tool and will assist you in fulfilling the duties of a substitute staff member. If you have any other questions please call (281) 707-3768, the Substitute Personnel Help Line or email our team at [substitutes@gccisd.net](mailto:substitutes@gccisd.net).

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# Substitute Application Requirements/Information

## Requirements for Substitute Teacher

Teacher applicants must meet the following conditions:

- **Must be fingerprinted by L-1 Enrollment Services prior to working**
- Have a college degree and a Texas Teaching Certificate; or
- Have a college degree but no Texas Teaching Certificate; or
- Have completed a minimum of 45 college credit hours
- Out of country candidates shall have their transcripts translated and certified by a recognized agency

## Requirements for Substitute Paraprofessionals

Paraprofessional applicants must meet the following conditions:

- **Must be fingerprinted by L-1 Enrollment Services prior to working**
- Have a high school diploma; or
- Hold a Graduate Equivalency Diploma (GED)
- Child Care applicants will be processed on a case-by-case basis by the Director of Human Resources
- Out of country candidates shall have their transcripts translated and certified by a recognized agency

## Requirements for Personnel File

All applicants must have the following information on file

- Completed online application, including criminal history form
- Official college or university transcript bearing the registrar's seal and signature, **teacher substitute**
- Valid Texas Teaching Certificate, if certified
- Verification of graduation from High School or a Graduate Equivalency Diploma (GED), **paraprofessional substitutes**
- Required district, state, and federal forms.
- Employment eligibility verification
- A statement signed that the applicant has received the Substitute Handbook and understands the substitute process
- Reasonable Assurance Form signed and dated
- At least two references from previous employers or personal references.

## "At-Will" Employment

Substituting for GCCISD is on an "**At-Will**", "**As-Needed**" basis. As an "at-will" employee, you are not guaranteed to have a daily position. School district administrators may determine—at any time—to terminate assignments, when such actions would better serve the needs of students, campus sites, or District. DCD (Local), DCD (Legal), Board of Trustees. Each year all substitutes will have to renew to remain active with our district. Substitutes must work a minimum of 30 days during the school year to qualify for renewal. Failure to do so may result in being removed as a substitute.

## Substitute Staff Member List

Please be aware that Goose Creek CISD Human Resource Office hiring procedures require a criminal Background check to be completed before new hires are assigned to school district sites. The HR Office will do all they can to expedite this process so that you may begin working as soon as possible. Applicants are encouraged to contact the campuses to notify them of their availability.

### Change in Personal Status

Any change of name, address, telephone number, or availability must be reported to the Payroll Department at 281-420-4800. **Failure to do so could result in your pay being delayed and / or your working status being inactivated.**

### Change in Educational Status

Official transcripts validating a change in education status or teacher certification must be submitted to The Substitute Office before a change in pay status will be approved. **A change in pay status is effective the day the personnel office receives a new transcript or diploma. No retro pay will be issued.**

### Selection Process for Substitute Teacher

The order of assignment for classroom substituting is first to those individuals who are degreed & certified, second, those individuals degreed but not Texas certified, and third to individuals with 45 or more college hours.

### Release from Assignment

You should consult with the principal's office **daily** before leaving a campus. There will be occasions when you receive an assignment which will continue for more than one day. You shall continue with the same assignment until officially released by the principal or their designee at the assigned campus or site.

### Hours of Duty

When assigned for full day (8 hours) or half-day (4 hours) assignments you are expected to perform all duties of the full-time employee. When assigned, you will be advised of the time to report to the respective campus and/or site and whether the assignment is for a full day or half day. **You must arrive 15 minutes before school begins.** The campus or site administrator may assign you to other duties during a conference period. You will have a thirty (30) minute duty free lunch.

### Compensation for Hours Worked

GCCISD pays all substitutes either a half-day (4 hours) or a full-day (8 hours) pay for substituting. Compensation for a full day is based on completing the **FULL** work schedule, you were assigned. GCCISD expects you to be at your assigned campus or site 15 minutes before your workday begins.

### Substitute Staff Pay

Substitutes are paid according to the actual number of days worked at the appropriate daily rate approved by the Board of Trustees. **SUBSTITUTES ARE NOT ELIGIBLE FOR HOLIDAY BENEFITS.** You will be paid on the 4<sup>th</sup> and 20<sup>st</sup> of each month. Should a pay day fall on a weekend or holiday, the pay date will be the last working day prior. Pay for days worked after the close of a payroll period will be included on the following pay period. **GCCISD REQUIRE THAT YOU USE DIRECT DEPOSIT.** Specific questions concerning your paycheck should be directed to the District's Payroll Department at (281) 707-3605

## GCCISD Pay Rates for Substitute:

\*Please note an additional \$10 will be added to Mondays and Fridays\*

<b>Degree Level</b>	<b>Daily Pay Rate</b>	<b>Long-Term/Vacant Rate</b>
Paraprofessional	\$65	Increase of \$5 per pay grade level
45+ College hours/Associates	\$90	\$110
Degreed-Non-Certified/Out-of-State Certified	\$100	\$135
Degreed-Texas Certified	\$125	\$180
Daily Substitutes	\$110	--
Daily Para Substitutes	\$65	--
Para COVID-19	\$65	--

### Daily Assigned Substitutes

Each campus is assigned daily substitute allotments based on the needs of the campus for the year. Daily Substitutes are to assist our campuses in ensuring that all classrooms are covered every day by qualified substitutes. This allows campuses to select substitutes to report daily to be assigned to any vacant positions. If there is not a vacant position, the daily substitute will be utilized by the campus in another capacity and paid for the day. Compensation for Daily Substitutes is a set rate of \$110 per day, however \$10 will be added for Mondays and Fridays.

The following policies apply to a substitute who takes on a daily substitute position:

- Daily substitutes are not eligible for a long-term assignment position
- Daily substitutes must have a minimum of 45 college hours to be eligible
- Being a daily substitute is a commitment. You cannot switch back and forth as the year progresses
- There is no long-term pay increase for daily substitutes. The daily rate remains the same
- Daily substitutes are expected to work a full day at the campus even when there is not a vacant sub position
- Daily substitutes are expected to become a part of the campus team. They should try to get to know the students, teachers, and administrators of their campus.

### Long-Term/Vacant Assignment

Any long-term or vacant assignment will receive a higher rate of pay after the tenth consecutive day in the same assignment. Higher rate of pay will be retroactively compensated back to the first day of the assignment. **If there is a break in the long-term assignment, the rate of pay will revert to the beginning rate of pay. In this instance, the rate of pay will increase again after the tenth consecutive day is reached.** Long-term or vacant assignments are assigned by the building principal. Every long-term or vacant assignment is considered as an “at-will” assignment and may end at any time. **NOTE: Each Long-Term assignment is an individual assignment. The higher rate of pay will not continue from one assignment to another unless the position meets the appropriate criteria.**

### Substituting After Retirement

Individuals who are receiving retirement pay and benefits from the Teacher Retirement System may be employed in the public schools of Texas as a daily substitute unless the position is vacant. Substituting in vacant positions may have additional stipulations for those receiving TRS benefits. Questions regarding retired teachers wanting to substitute should be addressed to the **Texas Teacher Retirement System**.

## Substitute Procedures

### Identification Badge

GCCISD has implemented the mandatory use of Official Identification Badges for all full-time, part-time, and Seasonal employees of the Goose Creek Consolidated Independent School District. By having the Official I.D.Badge, GCCISD will be able to identify any person on a campus at any given time. **If you do not have an Official I.D. Badge, you will not be allowed to substitute at any of our campuses.** Please set-up an appointment to obtain a badge by emailing Karina Davila at [karina.davila@gccisd.net](mailto:karina.davila@gccisd.net).

### Cancellation of Assignment

Substitutes must cancel an assignment within the TEAMS Substitute system. Otherwise, you will be placed on Inactive status until the Personnel Office investigates the situation. You **may not cancel** your assignment after 6:00 a.m. the day of assignment. Substitutes cancelling within a 24-hour period of when a job assignment starts is not eligible to pick up an assignment for that day. If an assignment is cancelled without notifying the campus secretary and applying the change to the TEAMS substitute system, you will not be able to work for a designated time established by the HR Director. Cancellations **more than twice**, may result in the substitute being placed on district restriction for the remainder of the school year.

### **Conduct/ Performance of Duty**

The campus principal or designee evaluates the performance of GCCISD substitutes. Evaluations are important for references and when considering long-term and full-time employment. **If the Substitute Department receives a negative assessment from a campus principal, you will be placed on inactive status for employment. You may be asked to meet with the Director of Human Resources and/or you may lose the right to work in GCCISD for the remainder of the school year. A violation related to professional conduct, not following proper lesson plans of the teacher, or failure to follow campus procedures may result in a negative assessment. Negative assessments from three different campuses will cause you to be inactive and unable to work as a substitute for GCCISD.**

### **Electronic Communication Usage**

Each substitute will have access to the district my.gccisd.net portal. You must be on a District Computer to login for the first time, directions will be in your handouts and on our website. Each substitute must also follow all technology acceptable use that is detailed in the Employee handbook. Substitute Personnel who choose to bring electronic communication devices (i.e., cellular phone, laptop) on district property must adhere to GCCISD guidelines. The phone or laptop must be turned off during instructional/work time. The electronic communications device(s) should be turned on **ONLY** during a teacher's non instructional time; i.e. lunch, conference period, before/after school etc. For paraprofessional employees, the electronic communications device(s) should be turned on **ONLY** before/after designated work hours, lunch, and /or break time.

### **Safe Schools Training Modules**

A series of web-based trainings will have to be completed each school year within 45 days of hire or the beginning of each school year. You may access these modules in your my.gccisd.net portal. Failure to complete the required trainings within the timeline will limit your access to pick up jobs.

### **Responsibilities of Substitute Staff**

- **Dress and grooming shall be clean, neat, and in a manner appropriate for the assignments** and in accordance with administrative guidelines set forth by the district.
- **Arrive promptly** at the assigned time and location to receive necessary directions and to collect materials needed for the day.
- **Report directly to the principal or their designee** for instructions regarding classroom assignments and responsibilities for the day.
- **If lesson plans are not available, please contact the main office** for directions on how to proceed for that day.
- **Follow written assignments/ lesson plans unless otherwise directed by the regular classroom teacher.** Graded assignments should be left for the teacher to review and record.
- **Do not write in the teacher's grade book or other books of record.**
- **DO NOT use the teacher's classroom computer at any time.** Substitute staff members may be allowed to use the campus library computers to check assignments if granted permission.
- **No outside or unassigned videos or movies are permitted.** If this occurs, the substitute will lose the privilege to work as a substitute for GCCISD.
- Perform any special duties assigned to the classroom teacher including but not limited to; hall duty, bus duty, and lunch duty, etc. **The substitute may be asked to work during a conference period of the employee the substitute is covering that day.**

## Disciplinary Responsibilities

- **At no time should a class be unattended.** If you have a personal emergency, you must contact the teacher closest to your classroom. When you return, report back to the same teacher.
- Maintain a level of discipline in the classroom, which is conducive to learning. Fair treatment of all students, combined with calm and clear explanations and directions, prevents many disciplinary problems you might experience.
- **Immediately notify the closest teacher to your classroom or the main office if assistance is needed.**
- Corporal punishment and physical grabbing of students as well as inappropriate language is against GCCISD Board Policy. If you engage in the above activities, you will be liable under Texas Law and will not be allowed to substitute for GCCISD.
- You must document information on any student(s) who fails to follow classroom rules of conduct and/or fails to complete work assigned. If a disruption takes place immediately contact the main office or seek assistance from a nearby teacher.
- Seek permission from the principal before arranging parent conferences or contacting parent.
- If campus allows, please check the regular teacher's mailbox for notices or communications.
- Follow the campus rules when students ask to leave the classroom. Please remember that bathroom breaks may be necessary.
- Requests for information on a student or the release of a student from class must be first confirmed by the main office.
- Please be responsible for equipment and materials. The substitute has the same responsibilities as a regular classroom teacher for students, equipment, and other assigned materials. If using math calculators, etc. count them before and after you assign them. Please remember this does not include teacher grade book, personal items or teacher computer.
- Visit with the principal or their designee concerning the advisability of contacting the regular teacher should your assignment be for more than one day.
- Leave a summary of work covered in each class and other information pertinent to the teacher in written form and unless directed differently by the main office, leave report on the teacher's desk.
- Notify the school office, **before** leaving the campus, of any serious problems experienced during the day. This will assist GCCISD, the campus, the teacher, and you so that situations can be improved.
- At no time will a substitute leave the assigned campus during working hours.
- **A substitute who is related to or stays at the same residence with the Principal, Assistant Principal, or secretary of a campus may not work at the same campus due to a conflict of interest. However, the individual is welcomed and encouraged to substitute at other campuses within the school district.**



# School Board Policies and Administrative Guidelines

## 2022-2023

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

### VIOLATIONS OF STANDARDS OF CONDUCT

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

### ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

### USE WITH STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

## PERSONAL USE

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy or 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.

## SAFETY REQUIREMENTS

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

## HARASSMENT OR ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

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

While acting during employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

## RELATIONSHIPS WITH STUDENTS

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

## TOBACCO USE

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

## ALCOHOL AND DRUGS

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

## EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

## NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

## ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - Dishonesty; fraud; deceit; theft; misrepresentation;
  - Deliberate violence;
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - Felony possession 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.

## DRESS AND GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

# Texas Administrative Code

**TITLE 19**

EDUCATION

**PART 7**

STATE BOARD FOR EDUCATOR CERTIFICATION

**CHAPTER 247**

EDUCATORS' CODE OF ETHICS

**RULE §247.2**

Code of Ethics and Standard Practices for Texas Educators

**Enforceable Standards.**

**(1) Professional Ethical Conduct, Practices and**

**Performance**

- (A) 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.
- (B) 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.
- (C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- (D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
- (E) 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.
- (F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
- (G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- (H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility based on professional qualifications.
- (I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- (J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- (K) 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.

L) 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.

(M) 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.**

- (A) 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.
- (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- (C) 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.
- (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague based on race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment to influence professional decisions or colleagues.
- (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

**(3) Ethical Conduct Toward Students.**

- (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- (B) 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.
- (C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- (D) 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 based on race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- (E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

- F) Standard 2.6. The educator shall not use coercive means or promise of special treatment to influence professional decisions or colleagues.
- (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

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- (C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- (D) 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 based on race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- (E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- (G) 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 the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- (H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- (I) 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 any other social network communication. Factors that may be considered in assessing whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - (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, communication is inappropriate include, but are not limited to:

# EMPLOYEE STANDARD OF DRESS

Reference: Administrative Guideline 4.14

## PHILOSOPHY

Goose Creek CISD is committed to an outstanding education for every student by being a nurturing, innovative, and participatory organization. To further this high academic expectation in an optimal learning environment, employees are to dress with dignity and professionalism. District employees should maintain a neat and clean appearance for their specific assignment. The personal appearance of GCCISD employees affects the respect others have for the organization and the respect staff members hold for one another. These are important factors in the orderly operation of our schools. Cooperation between school personnel and site administrator(s) is expected.

The standard of dress has been established to:

- Reflect the high standards of the community, adhering to good taste, modesty, and dignity;
- Create an atmosphere of respect for authority, set a positive role model for the students, promote safety, and encourage proper personal hygiene and grooming; and
- Promote a consistent standard of dress and grooming.

These guidelines will be reviewed on an ongoing basis to ensure that they address the standards of the community and district. Using the following guidelines, site administrators have the final decision in determining and enforcing acceptable employee dress and grooming standards.

## GENERAL GUIDELINES

Employees are to wear clothing that is neat and clean. Employees are not to wear clothing that is tight, revealing, short, torn, tattered, dirty, excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment. Sweat suits, jogging/wind suits, overalls, or denim pants/jeans of any color may not be worn.

Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered with an appropriate, non-distracting covering

Footwear must be worn at all times. Shoes traditionally worn around the home (i.e., house shoes) or to the beach (i.e., rubber flip-flops or rubber croc style shoes) are not permitted. Tennis/athletic shoes that are clean and in good condition may be worn.

The site administrator may designate no more than one day per week as "school spirit" day. On that day, it is permissible to wear an approved shirt with school logo with solid color wind suits or jeans. On special days/events (i.e., Western Day and Red Ribbon Week, etc.) the site administrator may designate special attire. This special attire must adhere to general dress code guidelines. The site administrator will determine dress for workdays and site-based staff development days.

## **SPECIFIC GUIDELINES**

### **Women**

Women are to wear dress or casual slacks or Capri pants of appropriate material with an appropriate blouse or coordinating jacket. Shorts and cargo style pants may not be worn. Women's skirts/dresses are to be no shorter than slightly above the knee, and slits, flaps, or openings in skirts/dresses may not be shorter than fingertip length. Leggings/tights may be worn only under a dress/skirt that adheres to the above guidelines. Seasonal/decorated shirts and blouses may be worn. Tank tops, backless apparel, midriffs, tops with straps less than 2", sleeveless tops that are revealing (deep or low cut) or see through blouses are not acceptable. Spandex or garments that are too tight are not permitted.

### **Men**

Men are to wear dress or casual slacks. Shirts with collars or sweaters or turtlenecks are to be worn. Socks must be worn with shoes. Shorts may not be worn. Male administrators must wear ties while on duty during regular school hours.

Hair must be well groomed and not extend below the base of the neck. Men are permitted facial hair if neatly trimmed and moderate in style. All facial hair, however, must be fully established by the start of the school year or return from school holidays.

## **INDIVIDUAL EMPLOYEE'S RESPONSIBILITY**

As with all district policies and regulations, it is expected that individual employees will assume the responsibility of adhering to district expectations and requirements.

## **SITE ADMINISTRATOR'S RESPONSIBILITY**

The site administrator will ensure that: 1. Employees within their schools/ organizations are aware of and understand expectations as it relates to the employee standard of dress; 2. Violations are addressed according to established guidelines; and 3. Site administrator has the discretion to ask an employee to change his/her clothing.

## **VIOLATIONS**

A violation of the policies regarding the Employee Standard of Dress will result in the following sequential actions:

**First Offense:** A conference between the employee and the site administrator will be held, where *Board Policy DH(LOCAL)* and Administrative Guidelines 4.14 will be reviewed. The employee also will be advised of the consequences of a second offense.

**Second Offense:** Written reprimand, labeled second offense, will be placed in the employee's personnel file with a copy also sent to the Assistant Superintendent of Administrative Services.

**Third Offense:** The employee will receive one day suspension without pay.

**Fourth and Subsequent Offenses:** The employee will receive one day suspension without pay, and his/her employment status with the district will be reviewed for further action in accordance



## **OTHER JOB-RELATED AREAS**

### **Physical Education/Athletics**

Physical Education teachers are to wear clothes appropriate for teaching physical education. Collared or crew neck shirts (with or without sleeves) with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn. Spandex or garments that are too tight are not permitted. Caps/visors/sunglasses may be worn while on duty outside the school building.

### **Guidelines for Personnel Serving in Dual Role (Classroom and Physical Education Teacher/Coach during the school day):**

Coaches who begin their workday as classroom instructors should report to duty dressed according to guidelines for teachers of their gender. Coaches may change their dress to "Physical Education/Athletics" guidelines during periods assigned to physical education/athletic classes.

Coaches assigned to a physical education/athletics class during the day who begin the workday in the classroom and then must return to the classroom after teaching the physical education/athletics class will be allowed the option of completing the school day in coordinated warm-ups or wind suits and athletic shoes.

Coaches who begin the workday in physical education/athletics class will be allowed to begin the day in attire listed under physical education/athletics guidelines but will be expected to change into dress guidelines for classroom teachers for their initial daily classroom assignment. After the initial classroom assignment, a coach who returns to physical education/athletic class will be allowed to follow guidelines listed in the second statement above.

### **Technology Support Technician (Clerical/Paraprofessional Pay Grade 7)**

Technology Support Technicians, due to the nature of their work, may wear jeans that are neat and clean and have no tears, holes or frayed edges.

# Goose Creek CISD

## 101911

### TECHNOLOGY RESOURCES

CQ(LOCAL)

**Note:** For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

#### AVAILABILITY OF ACCESS

Access to the District’s technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

#### LIMITED PERSONAL USE

Limited personal use of the District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance?

#### USE BY MEMBERS OF THE PUBLIC

Access to the District’s technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District’s technology resources.

#### ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy. Access to the District’s technology resources is a privilege, not a right. All users of the District’s internal technology resources shall be required to acknowledge receipt and understanding of all administrative regulations governing use of these resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

## INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

## FILTERING

Each District computer with Internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

## MONITORED USE

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

## DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

## RECORD RETENTION

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

## SECURITY BREACH NOTIFICATION

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's website.
4. Publication through broadcast media.