

Welcome Back!!!

In this document you will find information that we hope will be useful to you throughout the school year. Please take time to look over all of this information.

Employee Benefits Meeting

August 17, 2018

Administration Bldg. - Multipurpose Room

Representatives

- JerryJo Shires – Benefit Designs (403B, Section 125 Cafeteria Plan)
- JerryJo Shires – Vision, Dental, Life, Disability, etc.
- Chris Gabel/Leah Parent – Edward Jones
- Lisa Blanton-Libery Life
- Kimberly Royal-Legal Shield

Schedule

Campus	Scheduled Time
Junior High	8:00 am – 9:00 am
Elementary	9:00 am – 10:30 am
High School	10:30 am – 12:00 pm

Important Coverage Information

- ***New GVISD Employees***

September and October premiums will be withheld from your 1st check for dental and vision benefits. This does not pertain to TRS Active Care premiums.

- ***Cancellation of Insurance Coverage***

You may NOT cancel your insurance coverage at any time during the school year BUT only life changing events (i.e. marriage, birth, divorce, change in jobs, etc.) will allow you to enroll or make changes on any of your averages until the next enrollment period.

Note: If you are enrolled in the cafeteria plan, approval must be obtained.

Forms

Employee forms can be found on the GVISD website under the Teacher Toolbox/Employee Packet option. Please return the following **SIGNED** forms to your campus secretary by August 24th:

- Receipt of Benefits Information form
- Employee Handbook Receipt form
- Ethnicity form
- Public Information Access Notification form
- Sick Leave Bank form
- Direct Deposit form
- Acceptable Use Policy for Staff

Other useful information located in this section include:

- Pay Period Schedule
- Pay Dates Calendar
- Expense Information and Prices
- Procedure for Accounts payable Checks
- Procedure for Purchase Requisitions
- New Aetna TRS-Active Care Health Insurance Information
- Acceptable Use Policy for Staff

Grandview ISD

Receipt of Benefits Information

SY 2018-2019

I have been given the benefits information from Grandview ISD and understand it is my responsibility to contact the Benefits Coordinator for enrollment forms.

This signed notice will stand as proof that benefits were offered to me as an employee of Grandview Independent School District.

Signature

Date

Printed Name

Please sign and return to your campus Secretary by August 24th.

Employee Handbook Receipt

Name

Campus/Department

I hereby acknowledge receipt of a copy of the Grandview ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

Online at www.gvisd.org

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. 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 employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent's Secretary if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to the Superintendent's Secretary.

Exhibit 1A

**Texas Education Agency
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire**

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

Part 1. Ethnicity: Is the person Hispanic/Latino? (Choose only one)

- Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic/Latino**

Part 2. Race: What is the person's race? (Choose one or more)

- American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student/Staff Name (please print)

(Parent/Guardian)/(Staff) Signature

Student/Staff Identification Number

Date

This space reserved for Local school observer – upon completion and entering data in student software system, file this form in student's permanent folder.

Ethnicity – choose only one:

_____ Hispanic / Latino

_____ Not Hispanic/Latino

Race – choose one or more:

_____ American Indian or Alaska Native

_____ Asian

_____ Black or African American

_____ Native Hawaiian or Other Pacific Islander

_____ White

Observer signature:

Campus and Date:

Exhibit 1B

Agencia de Educación de Texas

Cuestionario de Información de Datos Raciales y de Etnicidad de Estudiantes/Miembros de Personal de las Escuelas Públicas de Texas

El Departamento de Educación de Estados Unidos (USDE) requiere que todas las instituciones estatales y locales de educación, recopilen datos sobre etnicidad y raza de los estudiantes y de miembros de personal. Esta información es utilizada para los reportes estatales y federales así como para reportar a la Oficina de Derechos Civiles (OCR) y a la Comisión de Igualdad en el Empleo (EEOC).

Al personal del distrito escolar y los padres o representante legal de estudiantes que deseen matricularse en la escuela, se le requiere proporcionar esta información. Si usted rehúsa proporcionarla, es importante que sepa que el USDE requiere que los distritos escolares usen la observación para identificación como último recurso para obtener estos datos utilizados para reportes federales.

Favor de contestar ambas partes de las siguientes preguntas sobre la etnicidad y raza del estudiante así como del miembro de personal. Registro Federal de Estados Unidos (71 FR 44866).

Parte 1. Etnicidad: ¿Es la persona Hispana/Latina? (Escoja solo una respuesta)

- Hispano/Latino** – Una persona de origen cubano, mexicano, puertorriqueño, centro o sudamericano o de otra cultura u origen español, sin importar la raza.
- No Hispano/Latino**

Parte 2. Raza. ¿Cuál es la raza de la persona? (Escoja uno o más de uno)

- Indio Americano o Nativo de Alaska** – Una persona con orígenes o de personas originarias de Norte y Sudamérica (incluyendo América Central), y que mantiene lazos o apego comunitario con una afiliación de alguna tribu.
- Asiático** – Una persona con orígenes o de personas originarias del Lejano Este, Sureste de Asia o el subcontinente indio, incluyendo, por ejemplo a Cambodia, China, India, Japón, Corea, Malasia, Pakistán, las Islas Filipinas, Tailandia y Vietnam.
- Negro o Africano-Americano** – Una persona con orígenes de cualquier grupo racial negro de África.
- Nativo de Hawai u otras islas del pacífico** – Una persona con orígenes o de personas originarias de Hawai, Guam, Samoa u otras Islas del Pacífico.
- Blanco** – Una persona con orígenes de personas originarias de Europa, el Medio Este o el Norte de África.

Nombre del Estudiante/Miembro de Personal
(por favor use letra de imprenta)

Firma (Padre/Representante legal)
/(Miembro de personal)

Número de Identificación del
Estudiante/Miembro del personal

Fecha

This space reserved for Local school observer – upon completion and entering data in student software system, file this form in student's permanent folder.

Ethnicity – choose only one:
 Hispanic / Latino
 Not Hispanic/Latino

Race – choose one or more:
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Observer signature:

Campus and Date:

Public Access Notification: The Texas Public Information Act

Periodically, the public requests information concerning District employees. The Public Information Act requires the District to release information regarding name, salary, dates of employment, title, sex, ethnicity, certificates, employment contract, degrees, etc. to the public since this type of information is considered public information. Information related to taxes, benefits, criminal history, medical information, and the employee's evaluation is generally not available for public release since these types of information are considered personal and private under Texas law. Other personal information such as the employee's home address, telephone number, and information that reveals whether they have family members must be disclosed under the Public Information Act unless the employee elects to keep this information private.

Employees must elect within 14 days of employment to keep this information private or they may choose to open or close access to this information at any time by submitting a written statement to the Personnel Office. Note that your Social Security number is specifically protected from disclosure under the Texas Public Information Act, Section 552.147. If you do not elect to keep your home address, telephone numbers, and family member information confidential, it must be disclosed if requested under the Texas Public Information Act

Employee Information

Name _____

Last 4 digits of SSN _____

Home Address _____

Home Phone Number _____

Election to Close or Open Public Access

____ I elect to close public access to my home address, telephone number, social security number and information on family members.

____ I elect to open access to my home address, telephone number, social security number and information on family members.

Signature

Date

Please sign and return to your campus Secretary.

Grandview ISD

Sick Leave Bank

SY 2018-2019

The purpose of the Sick Leave Bank (SLB) is to provide additional sick leave days to members of the bank in the event of an unexpected, extended illness, surgery, or a temporary disability due to an injury. Days may be requested from the bank only after the member has exhausted all accumulated state and local leave.

Contribution of Days

To become a member of the bank, a full time employee must contribute one day minimum or two day's maximum from his / her accrued, or to be earned this year's, state sick leave.

- A. These days will be subtracted from the member's state sick leave.
- B. The days donated to SLB becomes the property of Grandview ISD
- C. For the purpose of the bank the school year will be September 1 through August 31. If a member leaves the employment of Grandview ISD, their eligibility to draw from the bank, will end with the last day of employment or resignation.
- D. A member must contribute to the SLB within the first two weeks of the school year or first two weeks of employment at GVISD.
- E. If a person chooses to leave the SLB, their days contributed remain the property of Grandview ISD.

_____ Yes, I would like to participate in the GVISD Sick Leave Bank. I understand the procedure for enrollment and authorize GVISD to deduct from my state personal leave balance as stated above.

_____ No, I would not like to participate in the GVISD Sick Leave Bank.

Signature

Date

Printed Name

Please sign and return to your campus Secretary.

Grandview ISD

Direct Deposit Authorization

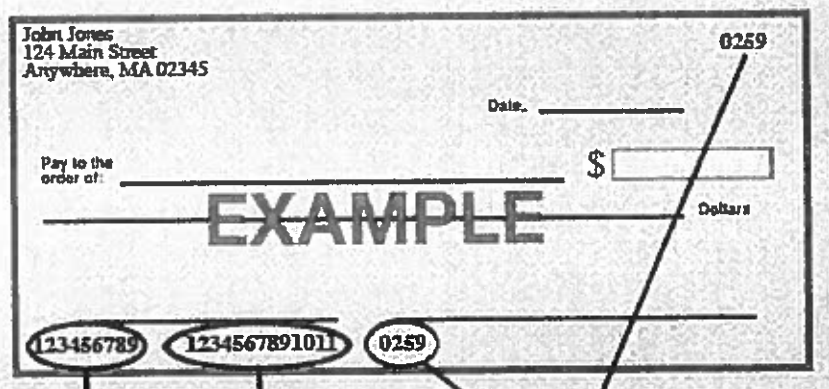
SY 2018-2019

To enroll in Direct Deposit, simply fill out this form and attach a voided check for your applicable checking account - not a deposit slip.

Name: _____

Address: _____

City, State, Zip: _____



9 digit
Routing
Number

Account
Number
(1-17 digits)

Check
Number
(do not include)

Name of Bank: _____

Account #: _____

9-Digit Routing #: _____

Type of Account: Checking Savings (Circle One)

Please attach a voided check to which funds should be deposited.

GVISD is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Signature

Date

Printed Name

2018 - 2019 ACCEPTABLE USE POLICY FOR STAFF MEMBERS

1. As a staff member of Grandview ISD, I understand that the use of computer equipment, software or data and access to the network or Internet is a privilege for the responsible - not a right for the employed.
2. Staff members in whose name an account is issued will be responsible for its proper use and shall not let others use their username and password including their own children. A password protected screen saver or screen lock to protect against unauthorized use of email, gradebook or personal files should be used.
3. Staff will ensure that students observe the *Acceptable Use Policy for Students*.
4. Electronic media (text or instant messaging, email, blogs, chat rooms, social network and video sharing sites, cell phones, web applications) shall only be used as an educational tool in a documented class project. Personal social network pages may not be updated using district equipment nor on district time. Please read the *Employee Handbook* for more details on use of electronic media.
5. I understand my use of the Internet should only be used to meet educational requirements and is not provided for my personal entertainment, checking personal email accounts, or using Internet radio.
6. I will not download software, audio, video or data which violates copyright laws. All users are expected to follow existing copyright laws.
7. I will not take home technology equipment (hardware or software) without written permission of a principal and superintendent or designee. *TEC §31.104 amended by SB 370*
8. I will not intentionally view on the computer system inappropriate material that originates from any source, whether it is stored on removable firmware, network drives or the Internet. Although Internet is filtered to block unacceptable sites, some pages may still contain inappropriate material until it can be blocked. It is my responsibility to exit the page and contact the technology personnel immediately.
9. Electronic mail transmissions and other electronic communication systems will be used only for educational or administrative purposes and shall not be considered private since they are available to anyone under the Open Records Act. All incoming and outgoing emails are archived under requirements of law.
10. Personal information on students sent by email should have *Confidential* in the subject line.
11. Since email access is provided for school business, do not forward messages that have no educational or professional value. Emails such as chain letters, hoaxes, or inspirational messages should be deleted, and the sender notified that those messages are not appropriate to receive on your district email account. Employees should not use email to advertise personal items (post on bulletin boards in campus workrooms).
12. I understand that information I receive or store on the network becomes the property of Grandview ISD and may be monitored by district personnel who have the right to remove material considered inappropriate or abuses available network space. Violation of the privilege of using the technology tools and Internet will result in consequences based on district policies and procedures and could include criminal prosecution under state law (Texas Penal Code, Computer Crimes, Chapter 33). The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the computer system.

Please review the *Acceptable Use of Technology guidelines* available on www.gvisd.org – District Info – Policies and Procedures.

NAME PRINTED _____ DATE _____
First, Middle Initial, Last

SIGNATURE _____

CAMPUS _____

Pay Period Schedule

SY 2018-2019

Pay Period	Date Due to HR	Check Date
July 1 - July 28	Aug. 1	Aug. 24
July 29 - Aug. 25	Aug. 29	Sept. 25
Aug. 26 - Sept. 29	Oct. 3	Oct. 25
Sept. 30 - Oct. 27	Oct. 31	Nov. 16
Oct. 28 - Nov. 24	Nov. 28	Dec. 21
Nov. 25 - Dec. 29	Jan. 9	Jan. 25
Dec. 30 - Jan. 26	Jan. 30	Feb. 25
Jan. 27 - Feb. 23	Feb. 27	March 25
Feb. 24 - Mar. 30	April 2	April 25
Mar. 31 - Apr. 27	May 1	May 24
Apr. 28 - June 1	June 4	June 25
June 2 - June 29	July 3	July 25

Dates To Remember

Holiday	Date
Labor Day	Sept. 3
Teacher In Service	Oct. 8
Thanksgiving Break	Nov. 19-23
Christmas Break	Dec. 24 - Jan. 4
Teacher Work Day	Jan. 7
MLK Holiday	Jan. 21
School Holiday	Feb. 11
Teacher In Service	Feb. 18
Spring Break	March 11-15
School Holiday/Bad Weather Day	April 1
Good Friday	April 19
School Holiday	April 22
Memorial Day	May 27
Bad Weather Day/Teacher Work Day	May 31

Pay Dates for the 2018-2019 School Year

September 25, 2018

October 25, 2018

November 16, 2018

December 21, 2018

January 25, 2019

February 25, 2019

March 25, 2019

April 25, 2019

May 24, 2019

June 25, 2019

July 25, 2019

August 23, 2019

GRANDVIEW ISD

September 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	Th	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

S	M	T	W	Th	F	S
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

S	M	T	W	Th	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	Th	F	S
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

S	M	T	W	Th	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	Th	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes:

The highlighted dates are pay dates. Hard copy checks will be available on these days from your campus Principal. During the months of June and July, checks will be mailed to the address on file unless you contact the HR dept. and request that your check be held for pick up.

Have a great year!!

2018-2019

GRANDVIEW ISD

Expense Information and Prices

Effective 08/07/17

Students:

\$10.00 - All student meals for UIL events past district

(Teachers will receive the same amount as students when accompanying them on these events. Amount must be pre-approved on a purchase requisition. If approved, a student receipt form will be sent to you along with the check. Each person receiving money must sign. Signed form is to be returned to the Superintendent's office.)

Employees' Travel:

Hotel - You may receive a check in advance if you call the hotel and request the exact amount (Must tell them we are State Tax Exempt). After your requisition is approved, you will be sent a Hotel Sales Tax Exemption Form along with the check. A hotel receipt for the amount you requested MUST be turned in when you return. Employee is responsible for paying the state tax if you do not take the Tax Exemption Form with you. (Hotel rates will be at the judgment of the campus principal and the Superintendent.)

Meals- Receipts for meals must be attached to an approved Travel Reimbursement Form. Maximum reimbursement is \$10.00 per meal for breakfast and lunch and \$15 for dinner, or \$35 per day if overnight stay. Meals incurred at half-day workshops/conferences are not eligible for reimbursement.

Mileage - Actual mileage for personal vehicles must be turned in on a Travel Reimbursement Form after returning from any event, since this cannot be known until the trip is over. A MapQuest form must be attached.

Mileage is set at \$.50 per mile.

GRANDVIEW ISD

Procedures for Accounts Payable Checks

Requests for checks (workshops, registration, field trips, tournament entries, reimbursements, etc) must be turned in to your Campus Secretary on a Requisition Form to be approved by your Principal and sent to the Administration Office in order to process a school check. Request must be received by the Administration Office one week in advance of the needed date.

Date needed must be written on Requisition Form for Administration.

Approved requests for checks not following these procedures will be returned to you so that you can make arrangements to either write a personal check or have the Principal write a check from his/her Campus Activity Account. Then proper documentation must be sent to Administration requesting a reimbursement for the Approved request.

Thank you,

Grandview ISD Administration

GRANDVIEW ISD

Procedures for Purchase Requisitions

- Employee completes Purchase Requisition and turns in to Principal at least *one week* prior to the event or need for materials.
- If a check is requested, it will only be processed and ready if a “Date Needed” is written on the requisition. In the event that it is needed prior to one week notice, the check will need to be written out of the principal’s activity account and then a requisition completed for reimbursement.

Principal approves requisition and turns over to Secretary to enter into TXEIS DAILY.

- Secretary enters and sends Requisition to Principal DAILY.
- Principal approves in TXEIS. Secretary then sends original requisition to Superintendent DAILY for signature.
- CFO approves in TXEIS and completes the process and does the ordering. The requisition will then be returned to the secretary and wait for the arrival of their items.
- When items have been received, the secretary will then return the requisition to the Central Office in a timely manner so that the School Board can approve payment.

GRANDVIEW ISD

Purchase Requisitions

Need complete name and address

Name in Vendor needs to be who the check is to be made out to

Need Date

Need account number

Amount has to be within budget amount

Amount entered has to match the requisition

All requisitions need to be returned to Administration Office when items are received

DO NOT call in orders or register for classes or workshops without a PO number. If the order is called in before approved it may be Out Of Pocket of the person who ordered or registered.

Before entering the requisition make sure the vendor is correct, there could be more than one vendor with the same name. Make sure name and address matches before entering.

TRS ACTIVECARE/HMO PREMIUMS 2018-2019

Coverage Level	Coverage Type	Cost of Plan	Employer Contribution	Employee Responsibility
Active Care 1-HD	Employee only	\$367.00	\$250.00	\$117.00
	Employee + spouse	\$1,035.00	\$250.00	\$785.00
	Employee + Child(ren)	\$701.00	\$250.00	\$451.00
	Employee + Family	\$1,374.00	\$250.00	\$1,124.00

Coverage Level	Coverage Type	Cost of Plan	Employer Contribution	Employee Responsibility
Active Care Select	Employee only	\$540.00	\$250.00	\$290.00
	Employee + spouse	\$1,327.00	\$250.00	\$1,077.00
	Employee + Child(ren)	\$876.00	\$250.00	\$626.00
	Employee + Family	\$1,668.00	\$250.00	\$1,418.00

Coverage Level	Coverage Type	Cost of Plan	Employer Contribution	Employee Responsibility
Active Care 2	Employee only	\$782.00	\$250.00	\$532.00
	Employee + spouse	\$1,855.00	\$250.00	\$1,605.00
	Employee + Child(ren)	\$1,163.00	\$250.00	\$913.00
	Employee + Family	\$2,194.00	\$250.00	\$1,944.00

Coverage Level	Coverage Type	Cost of Plan	Employer Contribution	Employee Responsibility
HMO Scott & White	Employee only	\$578.36	\$250.00	\$328.36
	Employee + spouse	\$1,353.40	\$250.00	\$1,103.40
	Employee + Child(ren)	\$908.06	\$250.00	\$658.06
	Employee + Family	\$1,509.56	\$250.00	\$1,259.56

Other plans available: HMO – First Care Health Plans, Scott & White Health Plan and Allegian Health Plans

2018 – 2019 Staff AUP

Technology Resources

Policy CQ

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

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

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the system are required to abide by the provisions of the acceptable use policy 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 DH

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 (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination 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.

- 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 a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

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. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are an exception from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic 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 websites (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 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

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 Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- 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.