IDEA Public Schools
Texas

EMPLOYEE HANDBOOK 2023

2.27 Suspension

PART 5. LEAVES AND ABSENCES 38
5.1 Attendance 38
5.2 Paid Time Off (PTO) 38
Blackout Dates 40
Limitations on Leave 41
Neutral Absence Control Policy 41
5.3 Paid Holidays 41
5.4 Sick Leave Bank (Catastrophic Leave) 41
5.5

Return from FMLA Leave.....51

6.26 Student Issues: Student Records 77
6.27 Student Issues: Administration of Medication and Unauthorized Food & Drink 77
6.28 Student Issues: Psychotropic Drugs & Psychiatric Evaluations or Examinations 78
6.29 Notification to Parents Regarding Qualifications 78
PART 7. GENERAL PROCEDURES 79
7.1 Work Cancellation Days 79
7.2 Security and Emergency Procedures 79
7.3 Hazard Communication Act 80
7.4 HIV-AIDS and Other Life -

10.7 Vandalism 92
Transmitting/Storing/Accessing Confidential Information 92
Incident Management Policy 93
Damage to Technology Assets 93
10.8 Personal Use of Electronic Communications 93
10.9 Use of Electronic Media and Electronic Communications with Students 94
10.10 Consequences 96
PART 11. MARKETING AND COMMUNICATIONS 99
11.1 Branding 99
11.2 Entity Name 96
11.3 Logo Usage 97
11.4 Working with Media 97

u ‰ o } Ç • } v Œ v] v P t } Œ l Œ • [} u ‰ v • š] } v] v d Æ • V v š Z d Æ • ,
~ ^ d , _ • š } u ‰ o } Ç Postings are in both English and Spanish for employees to read.

Immigration Law Compliance

IDEA is committed to employing only United States citizens and documented immigrants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees with questions or seeking more information on immigration

Nondiscrimination Based on Genetic Information (GINA)

IDEA will not deny initial employment, reemployment, retention in employment promotion, or any benefits of u‰o}Çuvš}všZ •]•}(Pvš]]v(}Œušv]vo µ]vP]v(}Œušv }µš Pvš] š•š•}(v]v]À] µ o[•(u]oÇ u u Œ•U • Á oo •]v(}Œušv]•}Œ Œ]v v]v milyÀ]members[•(

2.2 Application for Employment

Thoseseeking employment with IDEA Public Schools visit the IDEA website at www.ideapublicschools.org. Applicants must be 18 years of age or older in order to be considered for employment; however, an applicant of 17 years of age may be hired in special circumstances. Applications will remain active for one year from application date. Applicants will be required to reapply after their application has been on file for a year.

IDEA reserves the right to terminate any employee or decline to employ an applicant if the person falsifies any information on the application or on any other employment related documentation or fails to disclose any criminal conviction or misrepresents information regarding any such conviction on an employment application.

Prior to the start of employment with IDEA, applicants must also complete the Pre-Employment Affidavit form, as published by the Texas Education Agency, disclosing whether the applicant has been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

2.3 Fair Credit Reporting Act

IDEA may utilize consumer reports (e.g., credit, criminal, employment references and Department of Public Safety reports) to assist in making employment decisions. In addition, IDEA may conduct annual driving record checks to verify that the licenses and driving records of those employees required to drive IDEA-owned vehicles are valid and acceptable to our insurance carrier.

Where required by applicable law, prior to running any of the above-mentioned checks/records, each employee will be provided any required notice form(s) and must sign an authorization form at the time of the application or prior to being extended an offer of employment. Refusal to sign such authorization is grounds for disqualification from employment with IDEA. Continued employment is also expressly conditioned on satisfactory results from legally authorized or required records and background checks.

/všZ À vš/ Œo]•}v ^}v•µuŒŒ‰}Œš_(}Œ v^ ÀŒ• š]}v_ Act and regulations (i.e., denying an offer of employment, reassigning or terminating an employee, or denying a promotion), IDEA will take the following action(s):

Step 1: Before taking adverse action, the employee will be provided an adverse action disclosure that includes }‰Ç}(šZ]v]À] µ o[• }v•µuŒŒ‰}Œš v }‰Ç}(^ ^µuuŒÇ Z ‰}Œš]v a "Pdocumšent prescribed by the Federal Trade Commission.

Step 2: After taking an adverse action, the employee will be provided notice (either orally, in writing, or electronically) that the action has been taken. This notice will include:

x

b.

RevisedD

completion of the investigation.

A manager

employees for which they have professional supervisory responsibility.

IDEA cannot employ relatives of board members and will refuse to hire or assign a relative in a position where the appearance of or potential for favoritism or conflict exists or where otherwise prohibited by law. Employees shall also refrain from making hiring, firing or other decisions impacting the terms or conditions of employment of relatives. Where hardship exists, employees may appeal to the Chief Human Assets Officer in accordance with

2.24 Special Rules for Social Studies Courses

For any social studies course offered by IDEA, a teacher may not be compelled to discuss a particular current event or widely debated and currently controversial issue of public policy or social affairs. A teacher who chooses to]• µ•• •µ Z š}‰] •Z oo U š} šZ •š }(šZ š Z Œ[• from diverse and •šŒ]A

3.6 Claim Forms

Claim forms may be obtained directly from the respective insurance carrier. You can find contact information through the IDEA Employee Benefits Guide, or you can visit the Compensation & Benefits HUB page to access claim forms.

3.7 Teacher Retirement System (TRS)

The Teacher Retirement System (TRS) is a public pension plan of the Statue of Texas. Established in 1937, TRS provides retirement and related benefits for those employed by a public charter school.

TRS determines the employee, employer, and state required contributions each year. The contributions are mandated and, therefore, cannot be changed by the employee or the employer.

Eligibility - Employment that makes one eligible for membership in TRS is:

- Regular employment in a public, state-supported educational institution in Texas that is expected to last for a period of four and one-half months or more;
- For one-half or more of the standard full-time workload; and
- With compensation paid at a rate comparable to the rate of compensation for other people employed in similar positions.

An employee of a public, state-supported educational institution in Texas meets these requirements if the u u Œ [• µ • š } u Œ Ç u ‰ o } Ç u v š] • (} Œ î ì Z } µ Œ • } Œ u four and one-half months or more] • v • Ÿ ¾ (Ê í

application procedures for TRS benefits is available from the Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or by phone at 1-800-223-8778 or 512-542-6400. TRS information is also available on the TRS website at www.trs.state.tx.us.

Individuals receiving retirement benefits from TRS may be employed in accordance with TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees may contact TRS for additional information by calling 1-800-223-5445 or 512-542-6400. Information is also available on the TRS website at www.trs.state.tx.us.

3.8 403(b) or 457(b)

PART 4. COMPENSATION

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. / [• } u ‰ v • š] } v ‰ o v the]e adEmiAs]tratÁion periÇodically and may be adjusted-wll and without notice as needed.

Employeeswho perform extracurricular or supplemental duties may receive additional compensation in addition to their salary according to extrduty and stipend pay schedules.

Employees should contact the Payroll department with questions about pay schedules at payrollSupport@ideapublicschools.oand contact the Compensation department for questions about pay amounts and determination atcompensationsupport@ideapublicschools.org.

4.1 Annualized Compensation

IDEA exempt and -biweekly extended employees are compensated over a 12th period based upon the academic/work calendar for their role. True hourly staff will not have an annualized pay calculation. Employees working their full academic/work calendar for the given fiscal year will receive their full salaries/pay over the given 12-month period. Employees starting after the first day of the academic/work calendar will have their salaries/pay prorated in accordance with IDEA pay policies and applicable law. The proration is based upon the number of paid days remaining in the academic/work calendar in proportion to the full academic/work calendar to determine the remaining pay for the academic/work year. The resulting proration is paid out in equal monthly payments throughout the remaining paychecks in the academic/work year.

Employees who separate from employment voluntarily will receive their final paycheck on the next scheduled pay date. Employees who involuntarily separate from employment will receive their final pay within six (6) calendar days of separation in accordance with state law. Please note that due to the pay schedule, some employees may be overpaid at the time of separation from employment. In these cases, employees will not receive a final paycheck, as allowed by applicable law.

4.2 Pay Procedures

IDEA follows all federal, state, and local Pay Day laws. X v u ‰ o } Ç [• u š Z } } (‰ Ç u Ç Z v P with or without notice. Pay due will include earnings per clock submission for non-exempt employees for all work performed through the end of the previous payroll period and, for exempt employees, per the exempt work agreement period.

Exempt employees are paid monthly, and non-exempt employees are paid bi-weekly. Please see hly, and non

Æ u ‰ š u ‰ o } Ç [• P Œ } • •] v } u] •] v • µ (( ]] v š š } u] v š] v } u ‰ o] v Á effective minimum wage, the deduction will be adjusted accordingly.

For questions related to benefit deductions from pay, please contact the Benefits department at benefitsSupport@ideapublicschools.org. For questions related to taxes or involuntary deductions from pay, please contact the Payroll department at payrollSupport@ideapublicschools.org.

4.6 Fair Labor Standards Act – Exempt vs. Non-Exempt Classification

All employees are classified as either exempt or non-exempt, according to job duties as determined by the ‰ Œ } À] •] } v • } (š Z (Œ o &] Œ > } Œ - exempt employees are paid on an hourly basis and are covered by the overtime provisions of the FLSA and by Texas wage and hour laws. Non-exempt employees are required to fill out timesheets accounting for all hours worked in a pay period. Altering, overstating, or falsifying time records may result in disciplinary action up to and including termination.

Exempt employees are salaried and classified based on specific tests as mandated by the FLSA. Thus, exempt status applies to the position and not the employee. Meeting these qualifications exempts salaried positions from overtime provisions of the FLSA. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked. However, any full days of absence taken in excess of the u ‰ o } Ç [• o or vice versa • accumulation of leave will result in an employee payroll deduction calculated at a pro-rated daily rate. Deductions for less than full-day absences may be made for exempt teaching positions.

/ [• ‰ } •] š] } v • Œ Œ À] Á (exempt or non-exempt) status that is maintained on a master record by the Payroll ‰ Œ š u v š X v u ‰ o } Ç - [• Æ š] Œ may be changed only upon written notification by IDEA, and in accordance with applicable federal law. Employees may obtain this information from the Payroll department upon request.

4.7 Full-Time, Part-Time, and Temporary Classification

Classification	Scheduled Hours per week	Duration of employment	Health Benefits ELIGIBLE	PAID TIME OFF ELIGIBLE	Pay Increase Eligible	Retirement Plans
Full time (Permanent)	32+	4 ½ Months or more	Yes	Yes	Yes	Yes
Parttime (Permanent)	20 t 31.9	4 ½ Months or more	Yes	No	Yes >12 months	Yes
FLEX Hours (PERMANENT)	Less than 20 hours	4 ½ Months or more	No	No	Yes >12 months	No
FULL TIME (Seasona	32+	4 ½ Months to 1 year	Yes			

	Stipends

employee lives). Employees will be reimbursed the difference between the travels from home office to the city the employee is traveling.

Mileage reimbursement must be submitted to the Business Office using Concur or Tyler Munis In region mileage will be submitted via Concur while out of region travel should be submitted via Tyler Munis

Travel by Commercial Airline

IDEA employees shall travel via a common, commercial airline in coach class accommodations. When booking travel, IDEA employees must make travel arrangements at the lowest available, non-refundable coach airfare at least fourteen (14) calendar days before traveling or on the date that the employee is directed to travel to conduct official IDEA business.

Certain exceptions to this policy apply and can be reviewed in Board Policy, Policy Group 5 - Fiscal Management - Travel

PART 5. LEAVES AND ABSENCES

IDEA offers eligible employees paid and unpaid leaves of absences based upon qualifying events. This handbook describes the basic types of leave available and related restrictions. Employees who expect to be absent for an extended period of more than five (5) days, or intermittently for more than an average of one (1) day per month, should notify both their manager and the Human Resources department for information about applying for applicable leave benefits, options for insurance premium payments, and requirements for communicating with IDEA during an approved period of leave.

5.1 Attendance

IDEA depends heavily upon its employees to serve students and schools. IDEA expects employees to be available full-time during scheduled working hours. Dependability, attendance, and punctuality are essential at all times.

Excessive absenteeism, tardiness, and leaving work prior to the designated time constitute grounds for disciplinary action, up to and including termination of employment. Exceptions may only be approved by Human Resources in accordance with applicable laws and IDEA policy.

As described further in Section 9.3 of this Handbook, failure to provide notice of an absence to a supervisor for three (3) consecutive workdays (unless ‰ Œ À v š Ç] Œ µ u • š v • Ç } v š Z u ‰ o } Ç considered job abandonment and voluntary resignation on the last day worked, in accordance with applicable federal and state law.

5.2 Paid 9ph 1 253.35 409.13 Tm 0 g 0 G [(H)9(u)-19(m)4(an)4( )-159(Re)-3(s[(P)-3 0

5.3 Paid Holidays

,}o] Ç• } • ŒÀ Ç / Œ W E Á z Œ[• ÇU D Œš]v >µšZ Œ <]vPU
Independence Day (in conjunction with weekly paid summer break for year-round staff), Labor Day, Indigenous Peoples Day (formerly Columbus Day)

An employee on military leave is entitled to continuation of health insurance coverage as follows:

- Absences of 31 or more days: The employee may elect to continue coverage for up to 24 months or for the period of military service (including the time period allowed to reapply for reemployment), whichever is shorter. The employee may be required to contribute up to 102% of the overall (both employer and employee) premium. Upon reinstatement, the employee must be reinstated immediately into the health plan without any waiting periods or pre-existing condition exclusions.
- Absences of fewer than 31 days: The employee is entitled to coverage under the health benefits plan as if he or she were employed continuously. The employee must continue to pay his or her portion of the regular premium.
- If the employee is participating in TRAS ActiveCare , the employee must elect to continue participation in the plan. If the employee does not elect continuation, coverage will end on the last calendar day of the month in which the employee enters active, full-time military service.

Group term life insurance provided by IDEA terminates after service.

after completion of military service.

When the employee returns from military service, he or she is entitled to return to the position the employee would have attained if he or she had not been called to uniformed service. In limited circumstances based on business necessities, reinstatement may not be possible.

A reemployment position includes the seniority, status, and rate of pay that an employee would ordinarily have š š]v]v šZ ‰}•]š]}vU P]À v šZ u‰o}Ç [• i} Z]•š}ŒÇU](šZ u‰o}

Protection from Discharge

Under USERRA, a reemployed employee may not be discharged without cause: (1) for one year after the date of Œ u‰o}Çu vš](šZ ‰ Œ•}v[• ‰ Œ]} }(u]o]š ŒÇ • ŒÀ] Á • (}Œ íôí š }(Œ u‰o}Çu vš](šZ ‰ any service was for 31 to 180 days; or (2) for 180 days. Persons who serve for 30 or fewer days of military service are not protected from dis>-68<015D0128>12<000015A011E0003>]TJ1ET 0 0 1

Service Member Family Leave

v u‰o}Ç u Ç o]P] o (}Œ µ‰ š} îò Á l• }(^^ ŒÀ] D u Œ & u]o

period for any FMLA qualifying reason(s). The 12-month period is a rolling period measured by looking back over the last 12 months from the date of the request and subtracting the amount of FMLA time taken during the previous 12 months from the employee's 12-week leave allotment. The Department of Labor publication Æ ‰ o]v • -š Z l ^uŒš}Zo}o _ (}Œ o µ o š]}v }(À]o o &D> o À illustration. An eligible employee who is eligible for Service Member Family Leave may take a maximum of only 26 weeks during a rolling 12-month period, even if the employee also qualifies for FMLA leave for a reason other than Service Member Family leave.

Limitations on FMLA Leave

Leave to care for a newborn, or for a newly placed adopted or foster child, must conclude within 12 months after the birth or placement of the child. When both spouses are employed by IDEA, they are entitled to a combined total of twelve 12 workweeks of FMLA leave within the designated 12-month period for the birth, adoption, or foster care placement of a child, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for FMLA qualifying reasons, but not more than a total of 12 workweeks per person. For example, if each spouse took six weeks of leave to care for a newborn child, each could later use an additional six weeks due to his or her own serious health condition or to care for a parent or child with a serious health condition.

Intermittent or Reduced Schedule Leave

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. ^/vš Œu]šš vš o À _]• &D> šo Ào}š•l}v(šv]u• ‰µŒš} •]vPo ‹µ o](Ç]vP Œ o À • Z µo _]• o À • Z µo šZ š Œ µ • v u‰o}Ç [• µ•µ o vµu Œ hours per workday.

Intermittent or reduced schedule leave is appropriate when there is a medical need for such leave for an u‰o}Ç [• }Áv • Œ]}µ• Z oš Z }v]š]}vU š} Œ (}Œ •‰}µ• U ‰ Œ vš condition, or to care for a covered servicemember with a serious injury or illness. An employee may be entitled to use intermittent or reduced schedule leave for qualifying exigencies. An employee is not entitled to take intermittent leave for the birth and care of a newborn child or for the placement of a child for adoption or foster care unless IDEA agrees to the arrangement.

Additionally, if an employee needs leave intermittently or on a reduced schedule for planned medical treatment for his or her own serious health condition or for that of a qualifying family member, the employee should make Œ •}v o ((}Œš š} • Z µo šZ šŒ šu vš •} • š} v}š µv µoÇ]•Œµ‰

Transfer to an Alternative Position

If an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, IDEA may require the employee to transfer temporarily to an available alternative position for which šZ u‰o}Ç]• ‹µ o](] U v ÁZ] Z šš Œ }uu} š • Œ µŒ Œ]vP ‰ Œ re12 0 016F017D>7<01C sl3 u a''ëñ ñ 2U0‘ y.5RzE%H®HêD½^Õâ ß / C‘vy" î ‘ a''åxí oz SD‡îøí arp¤o Eäz %

will be required to submit a fitness-for-duty certification from his or her health care provider with respect to the condition for which the leave was taken, stating that the employee is able to perform the essential functions of

Employees may use available leave for absences due to a death in the immediate family, which is defined as an u ‰ o } Ç [• ‰] Œ v š spouse, child, stepchild, sibling, grandparent, or grandchild. IDEA will provide up to ten (10) days of unpaid bereavement leave in the event of a death in the immediate family.

Bereavement leave days should be taken consecutively, within a reasonable time from the date of the death or day of the funeral and may not be split or postponed.

5.9 Jury Duty and Grand Jury Service

IDEA may not discharge, threaten to discharge, intimidate, or coerce an employee because the employee serves • i µ Œ } Œ U } Œ (} Œ š Z u ‰ o } Ç [• š š v v } Œ • Z µ o š š v v] v in the United States. Additionally, IDEA may not terminate the employment of an employee because the employee serves as a juror or grand juror.

/ Á] o o ‰ Œ } À] ‰] o À U š v u ‰ o } Ç [• Œ P µ o Œ] o Ç } Œ Z } µ Œ o on a jury or grand jury.

An employee on jury or grand jury duty is expected to report to work any day he or she is excused from duty. An employee summoned for jury or grand jury duty must notify his or her supervisor immediately, provide a copy of the jury notice, and upload the notice into the Frontline system upon entering his or her absence.

5.10 Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees must submit documentation of their need for leave for court appearances to their direct manager and Human Resources. IDEA will not discharge, discipline, or otherwise penalize an employee because he or she complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.

5.11 Voting Leave

Any employee who does not have two (2) consecutive non-work hours while the polls are open on Election Day will be given up to two (2) hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of š Z u ‰ o } Ç [• can be prearranged.

PART 6. EMPLOYEE CONDUCT AND WELFARE

6.1 Standards of Conduct

regarding a student.

- Standard 3.4. An IDEA employee 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. An IDEA employee shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6. An IDEA employee shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- Standard 3.7. An IDEA employee shall not furnish alcohol or illegal/unauthorized drugs to any person under

Any person who suspects fraud or financial impropriety shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board of Directors nor any IDEA employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the Superintendent/CEO, or designee or the Board of Directors shall take or recommend appropriate disciplinary action, which may include termination of employment and, when circumstances warrant, referral to appropriate law enforcement or regulatory authorities.

6.4 Unacceptable Employee Conduct

Employees are expected to follow all laws, policies, regulations, terms and conditions of employment and directives of IDEA. IDEA expects its employees to act in a mature, professional

^ Z } Œ • _ %u provoking a fight between others.
15. Giving to other schools, organizations, or persons information made confidential by law and/or proprietary /] v (} Œ u š] } v š Z š] • } š] v (Œ } u / [• ( ] o mployment Œ } Œ •] v š Z } µ
16. Giving to other schools, organizations, or persons information relating to IDEA employees and/or students š Z š] • } š] v (Œ } u / [• ( ] o • } Œ Œ } Œ •] v š Z } µ Œ • } (u ‰ o } Ç u
17. Insubordination or other disrespectful conduct (including refusal to follow the lawful directives of a supervisor or the Superintendent).
18. Intoxication or being under the influence of controlled substances while at work or representing IDEA.
19. Negligence or any careless action that endangers the life or safety of another person, or damage to or destruction of IDEA property.
20. Possession of firearms, weapons, or explosives on IDEA property, while on duty or while representing IDEA.
21. Smoking and/or using tobacco products, electronic cigarettes, vaping devices, or similar devices on school property or in school vehicles. Prohibited items include any electronic cigarette or any other device that

]ŒµuŠv •W À]v }(ŒµP• }Œ o }Z}o }v }Œ]v šZµš šuZ‰o}uÇ‰o[}ÇÀ][•
µvµ•µ o }vµš }všZ u‰o}Ç [• ‰ŒššZš •µPP •š•]u‰]Œuvš }Œ
performance patterns; or excessive and unexplained absenteeism or tardiness.

An employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination.

Random Testing

IDEA may conduct random drug and alcohol testing of employees in safety-sensitive positions to further / [• interest in ensuring the physical safety of students, school employees, and the community.

Testing procedures shall be minimally invasive. For purposes of such testing, safety-sensitive positions shall not be limited to, but shall include positions in which an employee:

- Drives an IDEA vehicle;
- Transports students in IDEA vehicles; and
- Performs manual trades or handles potentially dangerous machinery or hazardous substances in an environment that may be occupied by a large number of students or staff.

An employee will not be requested to undergo random testing on more than two occasions during a school year.

Post-Accident Testing

Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. This includes not only the employee who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Pre-Employment Testing

IDEA may perform pre-employment drug or alcohol testing after a conditional offer of employment is made and accepted.

Employees Assigned Driving Duties

vÇ u‰o}Ç ÁZ}• µš]•Œ ‹µ]Œ }uuŒ]o Œ]ÀŒ[•o] v• ~ >•]•
includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted at random, when reasonable suspicion exists, and as a follow-up measure.

Testing will be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resources department. The Transportation Department handbook policies supersede

and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give IDEA a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to school officials and/or law enforcement authorities.

All IDEA employees are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable • µ • ‰]] } v X ^ Z • } v o • µ • ‰]] } v _ u v •] Œ µ u • š v • µ P P • š] v P š } Œ •] that one or more individuals may be in possession of a prohibited item as identified above. Any search under this policy will be conducted in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible. IDEA will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search requested by IDEA will face disciplinary action, up to and including immediate termination of employment.

Employees who are found to be in possession of prohibited materials in violation of this policy or in violation of other IDEA policies contained in this handbook, will be subject to discipline, up to and including termination.

6.10 Child Abuse and Neglect Reporting

Revised

about discrimination, harassment, or other prohibited conduct, or who serves as a witness or otherwise participates in an investigation. Employees who take part in any retaliatory action will be subject to discipline, up to and including termination. Retaliation may include, but is not limited to demotion, denial of promotion, poor performance appraisals, transfer, and assignment of demeaning tasks or taking any kind of adverse actions against a person who complains about discrimination or harassment.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with an IDEA investigation regarding harassment or discrimination is subject to appropriate discipline, up to and including termination.

Reporting Procedures

ŽŽEKdŽŽ/ [•‰Œ}••(}Œul]vP(}Œuo}u‰o]vš•ŒPŒ]vP•Æµ
,Œ••uvšWŒ}Z]]š.14 of this Handbook.

Revised

dismissal was made, that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, IDEA will ensure that the decision-maker(s) for the appeal is not the same person as the decision maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. IDEA will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the preponderance of the evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal to the Superintendent through the process }µš o]v]v / [• PŒ] À v ‰ Œ} µ Œ • X

Emergency Removals

/]• o š} Œ u}À Œ • ‰}v vš (Œ}u / [• µ š]}v ‰ Œ}P Œ u }v v undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the Œ u}À oX / [•]o]šÇ š} } •} u Ç v}š }v•šŒµ š} u}](Ç vÇ Œ]PZš Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution

At any time prior to reaching a determination regarding responsibility, IDEA may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, IDEA may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, IDEA may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, IDEA must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- K š]v šZ ‰ Œš] •[À}oµvš ŒÇU ÁŒ]šš v }v• vš š} šZ]v(}Œu o Œ

IDEA may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

Neither IDEA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a repo or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimina

Complaints alleging retaliation may be filed according to the grievance procedure described above.

(1) bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
(2) bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
(3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
    a.]vš Œ(Œ • Á]šZ •šµ vš[• µ š]}vo }‰‰}Œšµv]š] •V }Œ
    b. substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Any employee or student who believes that he or she may have experienced or witnessed bullying should immediately report the alleged acts to the principal or designee.

The principal or designee will notify the victim, the student alleged to have engaged in bullying, and any student witnesses of available counseling options.

The principal or designee will also provide notice of the incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A parent or guardian of the alleged bully within a reasonable amount of time after the incident.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute ‰Œ}Z]]š]• Œ]u]vš]}v }Œ Z Œ ••uvšU v](•}U ‰Œ}-discrimination, Á]šZ]v À and harassment policy instead. The principal or designee shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. IDEA may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Discipline for a student who receives special education services for conduct meeting the definition of bullying or cyberbullying must comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). IDEA may not impose discipline on a student who, after v]vÀ •š]P š]}vU]• (}µv š} À]š]u }(µooÇ]vPU • -defense, Zš •šµ response to the bullying.

The principal or designee may make a report to local law enforcement authorities if, after an investigation is completed, the principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment) of the Texas Penal Code.

6.16 HIPAA

dZ , oš Z /v•µŒ v W}Œš]o]šÇ v }µvš]o]šÇ š }(íõõò ~^,/W
]v]À] µ o W Œ•}v o , oš Z /v(}Œu š]}v ~^W,/_•X ,/Wegardi%gEhe À PHI•and]v]À] µ
requires employers and other individuals to adhere to restrictions on how PHI is disclosed in limited circumstances described below. Regardless of specific HIPAA applicability every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of federal law under certain circumstances for students and

Employees who maintain public information on their personal devices are required to (1) forward the information to their school-] • • µ u] o } µ v š } Œ š Z • Z } } o] • š Œ] š [• • Œ À Œ V } Œ ~ î • ‰ C its original form, on the personal device for the legally mandated retention period.

6.19 Copyrighted Materials

Employees are expected to comply with the provisions of federal 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. Duplications are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

6.20 Work Product

Employees acknowledge and understand that the entire right, title and interest of any and all writings, works and other creations that they may prepare, create, write, initiate or otherwise develop as part of their efforts while employed by IDEA shall be considered the property of IDEA. This includes, but is not limited to, the development

6.22 Confidential Information

Confidential information is any information regarding IDEA and its employees, students, and agents that is not known generally to the public. For example, student lists, student cumulative files, student health files, student Individual Education Plans, personnel files, computer records, financial and marketing data, and research plans are considered confidential in nature. In addition, in the case of student information, federal law provides that information may not be disseminated except under certain limited conditions. Employees who obtain access to such confidential information as part of their employment are expected to maintain the confidentiality of this information to the extent required by law and applicable policy. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature that is obtained during the course of employment. This does not include disclosure of otherwise confidential business information or trade secrets in accordance with the Texas Public Information Act

Revised

PART 7. GENERAL PROCEDURES

7.1 Work Cancellation Days

When a state of emergency is imminent or has been declared, the Superintendent or designee shall notify all employees through communication channels of such a declaration. Even if a public announcement of closures or suspension of services is issued, no one shall be excused from work until the Superintendent authorizes employees to leave through designated administrators. Employees must return to work in accordance with notification by the Superintendent or designee, as provided herein.

reported immediately to the principal or Assistant Principal of Operations.

Additionally, Risk Management monitors insurance related issues, works with the insurance provider to resolve claims, and conducts periodic safety audits.

All employees should become familiar with the evacuation diagrams posted in their area. Fire, tornado, and other emergency drills will be conducted to help familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all IDEA buildings. Employees should be familiar with how to use them and the location of the extinguishers nearest their place of work.

Employees should be aware that IDEA does not assume any liability for damages or loss to personally owned vehicles parked in IDEA parking spaces unless it involves an IDEA owned vehicle. As such, any related incidents should be reported to the appropriate law enforcement agency.

Employees with questions or concerns relating to safety programs and issues can contact the Regional Director of Operations.

7.3 Hazard Communication Act

IDEA is concerned about the safety of all employees, and therefore will perform the following duties in compliance with the Texas Hazard Communication Act:

- Maintain a list of hazardous chemicals known to be present in the workplace.
- Provide an education and training program for employees using or handling hazardous chemicals under normal operating conditions or foreseeable emergencies.
- Maintain the written hazard communication program and a record of each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors. Records will be maintained for at least five years.
- Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds, or as determined by the TDSHS for certain highly toxic or dangerous hazardous chemicals. The list will be readily available to employees and their representatives.
- Update the list as necessary, but at least by December 31st each year, and maintain the list as required by law. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information.
- As required by law, label new or existing stocks of hazardous chemicals with the identity of the chemical and appropriate hazard warnings, if such stocks are not already appropriately labeled.
- Obtain a material safety data sheet (MSDS) for each hazardous chemical; request such sheets from the manufacturer if not already provided or otherwise obtain a current MSDS, and make such sheets readily available to employees or their representatives on request.
- Provide employees with appropriate personal protective equipment.

The Facilities department shall notify employees of any planned pest control treatment by both of the following methods:

- Posting the sign provided by the certified applicator or technician in an area of common access the employees are likely to check on a regular basis at least 48 hours before each planned treatment.

- Providing the official Structural Pest Control Service Consumer Information Sheet to any individual working in the building, on request.

7.4 HIV-AIDS and Other Life-Threatening Illnesses

Individuals infected with HIV and individuals with life-threatening illnesses have the same rights and opportunities as other individuals.

Employees are not required to reveal their HIV status to employers. All medical information that an HIV-infected employee provides to medical or management personnel is confidential and private. Employers may not reveal this information to others. Individuals who have access to confidential information must maintain strict confidentiality and privacy, separating this information from general personnel files. Individuals who fail to protect these rights commit a serious offense, which may be cause for litigation resulting in both civil and criminal penalties and may result in disciplinary action, up to and including termination.

Employees who have concerns of a co-worker or student infected with HIV or a life-threatening illness should contact Human Resources

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your

minimum state requirements and White Fleet

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process by timely filing a formal grievance. Even after initiating the formal grievance process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. The process described in the policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full À] v š] Œ Ç Z Œ š] Œ P] o Œ ^ š u] w] Ç o À o X

For additional information regarding filing of grievance and grievance process please reference IDEA Complaints and Grievance Board Policy (Local).

Freedom from Retaliation

Neither IDEA nor any IDEA employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

8.2 Whistleblower Complaints

The Texas Whistleblower Act ^ d t protects employees who make good faith reports of violations of law by IDEA or another employee to an appropriate law enforcement authority. IDEA is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against an employee who makes a report under the TWA. An employee can submit an anonymous report via www.lighthouse services.com/ideapublicschools or can call our dedicated anonymous toll free phone number at,

- English speaking USA and Canada: 833-380-1041
- Spanish speaking USA and Canada: 800-216-1288
- Spanish speaking Mexico: 800-681-5340
- French speaking Canada: 855-725-0002

An employee who alleges a violation of whistleblower protection must file a written complaint with Human Resources no later than the 90th day after the date on which the alleged suspension, termination, or other adverse employment action occurred or was discovered by the employee through reasonable diligence.

Following receipt of a whistleblower complaint, [( )] TJ ET Q q 0.00000912 0 612 79

PART 9: SEPARATION FROM EMPLOYMENT

9.1 Terminations

An employee may be terminated involuntarily for reasons that may include, but are not limited to, poor performance, misconduct, or other violations of IDEA policies or rules of conduct. Notwithstanding these lists of rules, IDEA reserves the right to discharge or demote any employee if it is deemed to be in the best interest of IDEA.

Reports Concerning Court-Ordered Withholding

IDEA 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;
- u ‰ o } Ç [• o • š l v } Á v Œ • • V v
- Name and address of new employer, if known.

9.2 Resignations

Contracted and at-will em ‰ o } Ç • Œ v } µ Œ P š } ‰ Œ } À] š o • š (} µ Œ š v ~ Œ •] P v š] } v š } š Z u ‰ o } Ç Human Resources Employees forfeit all accumulated local leave on the last day of employment with IDEA.

9.3 Job Abandonment

Employees who fail to report to work without notice to, or approval by, their supervisor for three (3) consecutive Á } Œ l Ç • ~ µ v o • • ‰ Œ À v š Ç] Œ µ u • š v • Ç } v š Z u ‰ o } Ç [• } v voluntarily resigned and/or abandoned employment on the last day worked in accordance with applicable federal and state laws.

9.4 Exit Interviews and Procedures

The Human Assets department will attempt to

number.

9.5 At-Will Employment

Nothing in this handbook is intended to alter the at-will employment relationship. At-will employment means that an employee may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment with IDEA is voluntarily entered into, and at-will employees are free to resign at any time, with or without cause or notice. Only a separate written agreement authorized by the Superintendent or CEO can alter the at-will employment relationship.

9.6 For Cause Termination

The following list provides examples of conduct that may result in termination for cause. The term is not limited in meaning by this list:

- Violation of any IDEA policy, procedure, or guideline
- Accepting an offer for future employment with a competitor of IDEA.
- Failure to maintain a professional relationship with students, parents, or guardians
- Conviction of a felony or misdemeanor offense involving moral turpitude
- Drunkenness or excessive use of alcoholic beverages
- Violation of any IDEA policy regarding sexual harassment
- Engaging in conduct that is threatening, intimidating, disrespectful, or assaultive toward a manager or supervisor, coworker, parent, student, volunteer, or vendor
- Failure to comply with reasonable IDEA professional development requirements regarding advanced course work or professional development
- Failure to fulfill duties or responsibilities as set forth under the terms and conditions of an employment agreement or contract
- Violation of any IDEA policy, including those set forth in Part 6 of this Handbook
- Illegal use of drugs, hallucinogens, or other substances regulated by the Texas Controlled Substances Act
- Immorality, which is conduct that IDEA determines is not in conformity with the accepted moral standards of the community encompassed by IDEA. Immorality is not limited to sexual matters and includes conduct inconsistent with rectitude or indicative of corruption, indecency, or depravity
- Incompetence or inefficiency in the performance of required or assigned duties as documented by evaluations, supplemental memoranda, or other written communication from superiors

Revised December 2022

conference within five (5) business days of the request and shall issue a written decision within five (5) business days after the conference. A former employee wishing to appeal this decision may appeal through the Complaints and Grievance Board Policy (General).

not be removed from these domains.

General Unacceptable Behavior

While utilizing any portion of the IDEA electronic network / Internet access, unacceptable behaviors include, but are not limited to:

- x µ•]vP v šÁ}Œl Œ •}µŒ •U •µ Z • • v]vP Email sent to "All Users" is reserved for the IT Department and senior l Œ•Z]‰X dZ µ• }(šZ ^ oo •š ((_ P Œ}µ must be approved by the IT Department prior to sending.
- x Attempting to access non-instructional systems, such as student information systems or business systems, without authorization.
- x Attempting to circumvent web filtering through proxies or other means.
- x Connecting any networkable device (either wired or wireless) to the IDEA network without authorization. The use of a computer or device brought from home accessing the network in any way not designated as ^Pµ •š ••X_
- x Displaying, accessing, or sending offensive messages or pictures.
- x Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct that could }v•] Œ µooÇ]vP vl}Œ u P]vP š} v}šZ Œ[• Œ ‰µš š]}v Á resource, including the use of any website or software used by IDEA.
- x EngaP]vP]v vÇ }v µ š ‰}š vš] ooÇ }v•š]šµš]vP ^ Ç Œ µooÇ]vPU_ use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Examples of cyberbullying include, but are not limited to:
  - o Creating a social networking site or web page that masquerades as another person's ‰ Œ•}v o •]š and using it to embarrass the other person.
  - o Making it appear that a person is posting malicious comments about a friend to isolate the person from his or her friends.
  - o W}•š]vP ‰ Œ•}v[• ‰ Œ•}v ooÇ] vš](] o]v(}Œu š]}v }v •] of contact by predators or strangers.
  - o W}•š]vP µ•]À }uu vš• }v •}u }v [• •}] o v šÁ}Œl]vP •]š X
  - o Recording and distributing media with the intent to manipulate or embarrass others.
  - o Sending abusive comments while playing interactive games.
  - o Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
  - o Sending, po88 Tm 0 G ng, po88 sages tph12 79235.92 273.08 Tm 0 G [(-)] TJ m 0 G [(S)4492 re

- Intentional introduction of or experimentation with malicious code including but not limited to computer worms or viruses.
- Knowingly or recklessly posting false information about a person or organization.
- Personal use not related to the conduct of work on behalf of IDEA Public Schools
- Posting information that could cause damage or danger of disruption.
- The intentional sending of messages that [illegible] types of use which could cause congestion of the IDEA network or otherwise interfere with the work of others. Prohibited uses include, but are not limited to, peer-to-peer applications such as LimeWire, Bit Torrent, or any other file sharing applications, as well as large (>5MB) file transfers from Internet sites without prior permission.
- Transmission of material in violation of applicable copyright laws.
- Unauthorized disclosure, use, or dissemination of personal information regarding minors.
- Using criminal speech or speech in the course of committing a crime such as threats against others, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
- Using IDEA equipment, network, or credentials to threaten other users, or cause a disruption to the educational program.
- [illegible] for commercial purposes, or offering, providing, or purchasing products or services through the network.
-

10.3 Use of Third-Party Platforms

Incident Management Policy

Whenever a security incident such as a virus, worm, hoax email, discovery of hacking tools, altered data, etc. is suspected or confirmed, and the situation is deemed appropriate by IT, the following incident management procedures must be followed:

- Employees are responsible for immediately notifying IT or their supervisor to initiate the appropriate incident management action.
- IT is responsible for determining the physical and electronic extent of the incident and will determine the need of an investigation of the incident.
- The appropriate technical employees from the IT department are responsible for monitoring that the damage from a security incident is repaired or mitigated and that the vulnerability is eliminated or minimized where possible.
- IT or other IDEA administrators will determine if a widespread communication is required, the content of the communication, and how to distribute the communication.
- The IT department is responsible for initiating, completing, and documenting the incident investigation and, in the case where law enforcement is not involved, the Chief Information Officer or department manager will recommend disciplinary actions, if appropriate.

Damage to Technology Assets

Employees are responsible at all times for electronic equipment issued by IDEA, and for taking responsible precautions to secure the equipment in such a manner that it will not be subject to theft or damage. Electronic equipment issued to employees may include, but is not limited to, cell phones, computers (desktop or laptop), wireless cards, Bluetooth headsets, projectors, document cameras, digital cameras, video cameras, or any other electronic device issued to an employee for work use.

Damaged, lost, stolen, or improperly working equipment must be reported immediately to the Assistant Principal of Operations or supervisor.

Employees are also responsible and will be held accountable for the security of protected information, including but not limited to information made confidential under FERPA, PPAA, or other applicable law, that is accessed or maintained on electronic equipment issued by IDEA. As such, equipment should not be left unattended in any unlocked area.

If any piece of electronic equipment issued to an employee is lost, stolen, or damaged, the employee will be responsible for the cost of repair or replacement. Payment for repair or replacement will be deducted from the employee's paycheck. The employee will be notified in writing of the intent to deduct and the amount to be deducted. Payment will be deducted from the employee's paycheck in equal installments over a period not to exceed the number of pay periods remaining in the school year.

10.8 Personal Use of Electronic Communications

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. Employees must model the character they are expected to teach, both on and off the worksite. This applies to electronic communications.

Electronic media includes all forms of social media, such as text messaging, instant messaging, email, web logs

however, the employee may be subject to regulations on personal electronic communications. See Part 10.7 above. Unsolicited contact from a student through electronic means is not a communication.

An employee using electronic media to communicate with students shall observe the following:

- Designated employees may use electronic communication with enrolled students only about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic communication directly with students.
- All communication via electronic media by staff with parents and students will be professional in the appropriate nature, purpose, timing, and amount.
- An employee shall have no expectation of privacy in electronic communications with students.
- An employee shall not use a personal electronic communication platform, application, or account to communicate with enrolled students.
- Employees are prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student.
- Personal online social media may not be associated with professional online social media.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative guidelines, and the Code of Ethics and Standard Practices for Texas Educators, including compliance with Family Educational Rights and Privacy Act, copyright laws, open records requests, etc.
- The employee does not have a right to privacy with respect to communication with students and parents.
- Employees should avoid sending text messages to students. Exceptions may apply for a teacher or other employee who has an extracurricular duty, 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 should attempt to include a • š } v } (š Z • š µ parents or guardians as a recipient on each text message to the student so that the student and parent

IDEA Public Schools is the umbrella organization for all IDEA schools. For example, you might be a teacher for IDEA Quest Academy, which is an IDEA Public School. The campus is made up of the academy and college prep schools (e.g. IDEA San Benito). Academies serve students in grades PK (e.g. IDEA Academy San Benito). College Preparatory serves students in grades 9-12 (e.g. IDEA College Preparatory San Benito).