



University of Texas  
University Charter School

Employee Information Guide  
2015-2016

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## **Vision and Mission Statements**

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In full partnership with our communities, the University of Texas–University Charter School’s vision is to provide the best educational system for students with specialized learning needs in unique settings where each student will achieve academic, social and emotional success.

The University of Texas–University Charter School’s mission is to provide access to effective educational opportunities for unique learners by creating safe environments and holding high expectations for all.

The University of Texas Elementary School’s mission is three-fold: (1) to develop students into lifelong learners through rigorous, research-based curricula, individualized instruction, high expectations, and a nurturing environment that includes parental and community involvement; (2) to provide opportunities for professional development and outreach for The University of Texas at Austin’s academic units; and (3) to serve as a model of an exemplary educational program for diverse learners.

## **District Information**

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UT-UCS and UTES are public, charter schools funded by state and federal education funds and accredited by The Texas Education Agency.

The district curriculum meets the state standards. Best practices in instruction are utilized to insure students are learning grade level curriculum as well as eliminating gaps and weaknesses in academic foundations. Teachers engage students through differentiated instruction in order to meet their individual academic needs. Cooperative group learning activities provide rich academic and social learning experiences. High school students are able to earn credits towards graduation through course completion or Credit by Examination. This educational model is designed to facilitate a more seamless transition from the residential treatment environment to a more traditional school setting.

## **The University of Texas at Austin Honor Code**

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The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

## **Advisory and Governing Boards**

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[http://www.ut-ucs.org/apps/pages/index.jsp?uREC\\_ID=207464&type=d&pREC\\_ID=458762](http://www.ut-ucs.org/apps/pages/index.jsp?uREC_ID=207464&type=d&pREC_ID=458762)

[http://www.utelementary.org/apps/pages/index.jsp?uREC\\_ID=119793&type=d&pREC\\_ID=245161](http://www.utelementary.org/apps/pages/index.jsp?uREC_ID=119793&type=d&pREC_ID=245161)

## **District Office**

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Local Phone: 512-475-3300

Toll Free: 1-888-227-8026

Physical Address

Mailing Address

2200 East 6<sup>th</sup> Street

P.O. Box 7667

Austin, TX 78702

Austin, TX 78713-7667

## **Campuses, Addresses, Principals, and Phone Numbers**

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<http://www.ut-ucs.org>

## **Non-Discrimination**

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It is the policy of The University of Texas at Austin to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, and veteran status. Procedures for filing discrimination complaints on the basis of gender, including sexual harassment, are addressed by University policy. Pursuant to University policy, this policy also prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression.

<http://www.policies.utexas.edu/policies/nondiscrimination-policy>

## **Code of Ethics and Standard Practices for Texas Educators**

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### ***Statement of Purpose***

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

### ***Professional Standards***

#### ***Standard 1: Professional Ethical Conduct, Practices and Performance.***

- Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
- Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
- Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

#### ***Standard 2: Ethical Conduct toward Professional Colleagues.***

- Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

- Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
- Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

**Standard 3: Ethical Conduct toward Students.**

- Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.
- Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.
- Standard 3.5 The educator shall not engage in physical mistreatment of a student.
- Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

*Taken from Texas Administrative Code, Educators' Code of Ethics Rule 247.2*

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=19&pt=7&ch=247&rl=2](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2)

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**Sex Discrimination and Sexual Harassment**

It is the policy of The University of Texas at Austin to provide an educational and working environment for its students, faculty and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment.

<http://www.policies.utexas.edu/policies/sex-discrimination-and-sexual-harassment>

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**Workplace Searches**

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

## Employment Contracts

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UT-UCS employees do not have contracts. Employees may resign or be terminated in accordance with University policy and procedures. Employees are encouraged to respect the school year for the purpose of educational continuity for the students and for the program. When an employee resigns, a minimum of two week notice is expected for the above stated reasons.

## Teacher State Certification and Highly Qualified Status

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All teachers of UT-UCS must be certified by the State of Texas and must be Highly Qualified per NCLB standards for the subject areas and grade levels taught. Contact UT-UCS Human Resources for additional information.

## Confidentiality of Student Educational Records

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Confidentiality is addressed in both state (Texas Education Code - TEC) and federal law (Family Educational Right to Privacy Act – FERPA) and applies to personally identifiable information in educational records. Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images.

All UT-UCS employees must protect the confidentiality of student educational records in their position. Records should not be shared with other staff members who do not have a legitimate educational interest. Any papers with a student's name or other identifying information must be shredded before disposal. **No one may use a student name or other identifying information in email communications.** No one should refer to any student by name or other identifying information to any person outside of UT-UCS employment unless the appropriate paperwork has been processed.

Confidential information includes, but is not limited to, any paperwork related to ARD meetings, reports from the partner facility, assessment results, or any other identifying information regarding a student. These documents should never be left in plain sight or otherwise unsecure.

## Dress and Appearance

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Employees are expected to dress professionally and appropriate for their workplace. Accordingly standards may vary by campus. Employees should consult their supervisor on the expectations of their campus. Employees who do not meet expectations for professional appearance may be sent home by their supervisor to change. Employees will charge such an absence to their accrued leave.

## Absence from Duty

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Employees must report all absences to their supervisor.

To report an unplanned absence (illness or emergency):

- Notify the supervisor as soon as the need is identified, but no later than 7:00 am. Contact your supervisor so that coverage may be arranged. Notification by text message or email is not acceptable.

To request a planned absence (staff development, medical appointments):

- Notify your supervisor as far in advance prior to the absence so that coverage may be arranged.
- It is the employee's responsibility to ensure they have enough accrued leave for the requested absence. Preapproved absences may be canceled by the supervisor if there is not adequate leave to coverage the absence. It is a teacher's responsibility to provide lesson plans and/or activities for a substitute teacher to implement in the teacher's absence.
- The supervisor may deny requests for leave due to business necessity.

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## **Paid Leave**

Visit UT Human Resource site for more information. <http://www.utexas.edu/hr/current/leave/>

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## **Salary Information and Employment Verification**

Employees may verify their employment and salary at the UT-HRS website with their UT EID and password. Information can be printed for use with mortgages, leasing companies, etc.

<https://utdirect.utexas.edu/pnvoe/>

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## **Employee Appraisals**

All employees will be evaluated at least annually per university policy and department guidelines.

<http://www.policies.utexas.edu/policies/performance-evaluation-policy-classified-personnel-and-non-faculty-professional-staff>

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## **Use of Tobacco and Vaporizers**

**Smoking and use of smokeless tobacco is not allowed in any educational building or within 200 feet of an educational building.** If smoking or smokeless tobacco is allowed on the facility property, these policies should be followed when out of the prohibited area for educational buildings.

Vaporizers, including e-cigarettes, with or without nicotine are not allowed in any educational building or within 200 feet of an educational building.

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## **Student Attendance Accounting**

Attendance will be taken daily using Skyward. Please review the Attendance Accounting Guidelines in the Appendix. Attendance accounting is subject to federal and state audit. Inaccuracies may be considered falsification and have legal and financial ramifications for the district and district employees.

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## **Special Education Process**

[http://www.ut-ucs.org/apps/pages/index.jsp?uREC\\_ID=207467&type=d&pREC\\_ID=458789](http://www.ut-ucs.org/apps/pages/index.jsp?uREC_ID=207467&type=d&pREC_ID=458789)

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## **Grade Book**

UT-UCS uses an electronic grade book which is a component of Skyward, the district's electronic student information management system. Grades for each week must be entered into Grade Book no later than noon on the following Tuesday.

Please check with the campus principal regarding campus deadlines for three-week progress reports and report cards.

Report Card grades should be entered no later than five days after the six-week reporting period ends.

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## **TCMPC/Lesson Plans**

UT-UCS utilizes Texas Curriculum Management Program Cooperative (TCMPC), which is a comprehensive, customized, user-friendly curriculum management system built on the most current research-based practices in the field. Its primary focus is to impact instructional practices in the classroom to improve student performance.

Lesson plans for the upcoming week are due to principals by the previous Friday. Included in lesson plans should be the activities to be implemented by the classroom instructional aide. It is the teacher's responsibility to ensure that the IA has the appropriate materials and information to implement their portion of the lesson plan. Lesson plans must explain the lesson being taught and include daily information regarding implementation.



## **Textbook Procedures**

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All textbooks purchased in accordance with Texas Education Code (Chapter 31.102a) are the property of the State of Texas.

At the end of each year, the district shall requisition textbooks for the following school year based on the maximum attendance report.

Once requisitioned and delivered, the District shall continue to use those instructional materials during the contract period or periods of the materials. The District may not return copies of one title to secure copies of another title in the same subject.

Teacher Editions are also part of the textbook inventory and must receive proper care and treatment.

### **Inventory Security (Textbook Coordinator)**

The district's textbook inventory will be housed in a secure room at the district office. Access is limited to the textbook coordinator or designated personnel only. The inventory security procedure is as follows:

1. As shipments arrive from TEA, each textbook will be identified with a unique bar code located at the upper right hand side of the back cover.
2. The textbook coordinator or inventory manager will enter all textbooks into the Destiny Textbook Manager System.
3. The textbooks will then be distributed to campuses based on campus enrollment and course need.

### **Campus Responsibilities (Principal)**

1. Each principal is responsible for maintaining an accurate inventory of books.
2. Any campus that has missing or damaged (beyond repair) books will need to reimburse the district for the full cost of the books.
3. The principal will issue the textbooks to teachers and enter them in the Destiny System under the teacher's name.
4. At the beginning of each school year, prior to issuing textbooks to teachers, the district textbook coordinator will schedule a mandatory inventory of all textbooks.
5. The district textbook coordinator will schedule a mandatory mid-year textbook inventory.
6. The district textbook coordinator will schedule a mandatory end-of-year textbook inventory.
7. During the course of the year, any surplus books will be returned to the district storage facility.
8. In the event that additional books are needed, a written request must be submitted via email to the textbook coordinator. If the books are in inventory they will be shipped immediately.
9. If the textbook is not currently available, the textbook coordinator or principal can check other campuses for surplus. Based on enrollment and need, if a campus has surplus books they must transfer them to the requesting campus.

10. The textbook(s) must be checked in and checked out as soon as received at the new campus.
11. Lost or damaged books must be reported to the textbook coordinator upon discovery for correction to the inventory and assessment to replace the book.

### Teacher Responsibilities

1. Maintain an accurate record of all textbooks issued to the classroom.
2. Assist students with proper care of textbooks and monitoring to insure that textbooks are always covered.
3. Assist principal with mid-year and end of year inventory.
4. Teacher's editions are always included in the inventory process.
5. If additional books are needed during the school year, submit a request to the principal.

### Instructional Aide Guidelines

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The primary duty of instructional aides (IA) is to enhance student learning by assisting the supervising teacher(s). The IA should participate in planning curriculum and instruction with the classroom teacher whenever possible. The planning should include the implementation of the Texas Essential Knowledge and Skills (TEKS) and TCMPC curriculum. The IA should be familiar with the curriculum being taught in the classroom as well as with classroom management procedures. Communication between the IA and the classroom teacher is critical in order to maximize student performance.

IAs are on duty throughout the school day. They may accompany students to lunch and supervise them during the lunch period. IAs will remain in the classroom with the classroom teacher and the students unless the classroom teacher or principal requests otherwise. The IA should move about the room assisting individual students with assignments, working with small groups as needed, and helping monitor student understanding of material. The IA is expected to be actively involved in the instructional activities that the teacher has planned for the day.

### Classroom Sign Out

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Whenever a student leaves the classroom for whatever reason, the absence must be documented on a sign-out sheet. A sheet should be available in every classroom. Faculty or school staff taking a student from class must record the following:

- Student Name
- Date
- Time in/ Time Out
- Reason/Destination
- Staff accompanying student

Sign-out sheets should be delivered to principals for review and data analysis according to campus schedule (not to exceed a six weeks reporting period). These are kept on file by the principal according to district guidelines for maintenance of attendance records.

### Restraints

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TEA collects data on student demographic and academic performance, personnel, financial, and organizational information each school year using PEIMS, the Public Education Information Management System. In order to be in accordance with PEIMS standards, UT-UCS must submit data on restraints.

Restraints must be documented when they occur during the school hours if school personnel are involved in the restraint. The PEIMS Restraint Documentation Form must be completed and turned into the principal within 24 hours of the restraint. The guidelines for appropriate documentation will be provided by the campus principal.

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### **Field Trips**

Teachers may plan field trips for academic purposes. Advance approval is required from the campus principal. To allow time for transportation and food arrangements, a field trip form should be submitted in advance.

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### **Instructional Technology**

Students should be actively monitored by school personnel at all times, including activities that require technology. Students and school personnel must comply with the UT-UCS Acceptable Use Policy.

<http://security.utexas.edu/policies/aup.html>

If there is an equipment problem or a need for software installation, please inform your supervisor. Log in and complete the online technology request form called Footprints. <https://help.its.utexas.edu>

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### **Movies/Video**

All movies and videos, in whole or in part, must relate to a concept/TEKS being taught and must be approved by the campus principal. No “R” rated movies will be considered for student viewing. Movies rated “PG-13” will not be considered for viewing by students in grades K-7.

The title of the movie/video being excerpted must be included in the lesson plan. Regarding copyrighted movies, a Video Request form must be completed one week prior to the showing of any movie. Teachers must justify the educational connection and document the movie in lesson plans.

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### **Candy/Food Reward Policy**

The policy on giving students candy is mandated by the state. Food should be used minimally for reward purposes.

Policy applies to schools participating in Federal food programs. <http://www.squaremeals.org/>

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### **Substitute Folder**

Teachers should keep an emergency substitute folder which includes class times, location of all needed materials. Teachers shall provide their principal and classroom IA the location of the substitute folder at the beginning of the school year. The substitute folder should be updated throughout the year as needed to maintain student learning during teacher absence.

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### **Testing Schedule**

A semester testing schedule will be provided to each teacher at the beginning of the school year. Due dates should be followed without exception. Other campus testing requirements and schedules will be provided to teachers in a timely manner by the campus administrator. The TEA website, as well as the district calendar, includes all statewide assessment dates.

When a student enrolls on the campus, it is the each teacher’s responsibility to perform any testing required by the district in order to obtain an accurate assessment of that student’s academic achievement.

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### **Classroom Management Plans**

Classroom management refers to the procedures and routines that are used in each classroom to relate the expectations of the teacher and campus to the students in that class. Academic and behavioral expectations are part of classroom management. All teachers must create and submit plans to their principal prior to the beginning of the school year.

Plans with any student expectations, rewards, or consequences must comply with applicable facility policies, district policies, and any campus-wide rule statements. Procedures should be briefly and clearly stated.

### **Classroom Appearance**

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Classrooms should be neat, clean, safe, orderly, and conducive to learning. Some students may have difficulty maintaining concentration in a cluttered environment. Classrooms should reflect the importance of learning and the curriculum. Decorations and ornaments should be purposeful and add to the educational value.

### **Campus Faculty Meetings**

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Campus faculty meetings will be held regularly throughout the school year. The date and time will be determined at the start of the school year, but the principal may call a meeting at any time. Teachers are required to attend all faculty meetings unless excused by the principal. If a teacher is excused from the meeting, it is his/her responsibility to obtain the information discussed and seek any needed clarification.

### **Schedule of Classes**

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The campus schedule, including beginning and ending times for all classes, must be followed at all times unless a deviation is approved by the district office.

UNIVERSITY OF TEXAS-UNIVERSITY CHARTER SCHOOL  
ACKNOWLEDGEMENT FORM

By signing this document, I am indicating that I have read and understand the contents of the University of Texas-University Charter School Employee Information Guide and that I will be held accountable for information contained in the information Guide.

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Name

Date