



The University of Texas Charter School System

Employee Information Guide 2023-2024

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Vision and Mission Statements

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

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

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

<http://utcharter.org/governing-and-advisory-boards/>

<https://utelementary.org/administration/management-board/>

District Office

Local Phone: 512-475-3300

Toll Free: 1-888-227-8026

Physical Address

Mailing Address

2200 East 6th Street

2200 E. 6th Street

Austin, TX 78702

Austin, TX 78702

Campuses, Addresses, Principals, and Phone Numbers

<http://utcharter.org>

<http://utelementary.org>

Non-Discrimination

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

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](#)

Educational Boundaries

UTCSS employees provide educational services for students residing in residential and partial hospital settings. The vulnerable condition of the students creates a need for maintaining clear educational and personal boundaries. Appropriate boundaries and professional expectations must be clearly established and adhered to during a student's enrollment and after a student has been discharged. A professional relationship must be maintained at all times.

- A staff member should not share his/her personal contact information with a student. This includes, but is not limited to telephone number, address, private email address and any social media contact information.
- Any contact initiated from a current or former student must be immediately brought to the attention of the staff's supervisor.
- It is strictly prohibited for a staff member to foster or adopt a current UTCSS student, or to engage in any communication regarding such action.

Duty to Report Abuse and Neglect

An employee having reasonable cause to believe that a student's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall make a report **not later than the 48th hour**

the employee first suspects that the child has been or may be abused or neglected (H.B. 3379). An employee may not delegate to or rely on another person to make the report.

To make a report of abuse or neglect of a child, call the Department of Family and Protective Services at 1-800-252-5400. To make the report online: <https://www.txabusehotline.org/Login/Default.aspx>

In addition to making the report, the employee should notify their immediate supervisor of the suspected abuse or neglect of a child on the same day in which the abuse/neglect is first suspected.

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>

Title IX

[Title IX](#) is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX protects all members of our campus community who experience sex discrimination, sexual harassment, sexual assault, interpersonal violence (including dating and domestic violence), stalking, or discrimination on the basis of pregnancy. These protections apply to students, faculty, staff, contractors, applicants and campus visitors. We are committed to creating and fostering a campus environment free from all forms of sex discrimination.

Any person may report an incident of sexual assault, interpersonal violence (including domestic and dating violence), stalking, sexual harassment, and sex discrimination to the [Title IX Coordinator](#), via email at titleix@austin.utexas.edu, via mail at PO Box 8118, Austin, TX 78713-8118, or by calling 512-232-3992, regardless of whether the person reporting is the person alleged to be subject to the complained-of behavior. Also, any person may report incidents anonymously via an [online reporting form](#).

University of Texas Charter School System – Title IX Coordinator:

Dr. Autumn Leal, autumn_leal@austin.utexas.edu

Office: 512-699-5142

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 used in district business.

Employment Contracts

UTCSS 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 weeks' notice is expected for the above stated reasons.

Teacher State Certification

All teachers of UTCSS must be certified by the State of Texas for the subject areas and grade levels taught. Contact the Human Resources Director for additional information.

Confidentiality of Student Educational Records

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 UTCSS 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's 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 UTCSS 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

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.

Timesheets

Employees are required to submit timesheets on a weekly basis in [Workday](#). Timesheets must accurately reflect time worked. Failure to submit weekly, accurate timesheets is a violation of UT policy and can lead to disciplinary action.

Absence from Duty

Employees must report all absences to their supervisor.

To report an unplanned absence (illness or emergency):

- Notify the supervisor by phone call as soon as the need is identified, but no later than 7:00 am. Contact your supervisor so that cover may be arranged. Notification solely by text message or email is not acceptable.
- The employee shall confirm that the supervisor has received the report of unplanned absence.

- To the greatest extent possible, the employee should be available to speak with supervisor by phone to ensure workplace operational continuity.

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

- Notify your supervisor in person or by phone as far in advance prior to the absence so that cover may be arranged. Notification by text message or email is not acceptable.
- 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.

Paid Leave

During the academic school year between the months of August through May, any absence requests taken for leisure purposes of three consecutive days or greater must be pre-approved by the Superintendent. Visit UT Human Resource site for more information. <http://www.utexas.edu/hr/current/leave/>

School Safety

Annually, employees will be trained on the UTCSS Multi-hazard Emergency Operations Plan (EOP), campus safety plan, and mandatory safety drills. Staff must complete all school safety trainings that are deemed as required to ensure campus safety. Employees who have functional or specialized needs should notify their supervisor so that an individualized employee plan can be created that outlines the specialized support that will be required in the event of an emergency or drill.

The campus administrator will ensure that all teachers have access to at least one of the following electronic communications devices to be utilized for campus emergencies: landline telephone, walkie talkie, or cell phone.

Anonymous Reporting

In accordance with Texas Education Code 37.220, UTCSS has an anonymous reporting system available to report dangerous, violent, or unlawful activity that occurs or is threatened to occur on school property or that relates to a student or school personnel. Employees, parents, and students may make anonymous reports at:

UT Elementary School: [anonymous reporting link](#)

University of Texas-University Charter School: [anonymous reporting link](#)

Salary Information and Employment Verification

The University utilizes "The Work Number" to provide employment and income verifications, and is not provided at the department level. You may use this self-service application at <https://hr.utexas.edu/current/services/employee-records-services/work-number-income-and-employment-verifications>

Employee Appraisals

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

<https://teachfortexas.org/>

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

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.

Asbestos Notice

The University of Texas at Austin works diligently to maintain compliance with federal and state laws governing asbestos in school buildings. UT Austin's Asbestos Management Plan is available in the administrative office. If you have any questions, please contact Autumn Leal-Shopp, Assistant Superintendent of Operations autumn_leal@austin.utexas.edu

Student Attendance Accounting

Attendance will be taken daily. 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.

Special Education Process

<http://utcharter.org/special-education/>
<http://utelementary.org/special-education/>

Grade Book

UTCSS uses an electronic grade book. 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 three days after the six-week reporting period ends.

The TEKS Resource System/Lesson Plans

UTCSS utilizes the TEKS Resource System, 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

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.

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.
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 ensure 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

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 TEKS Resource 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 a student's 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

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 reporting period). These are kept on file by the principal according to district guidelines for maintenance of attendance records.

Restraints

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, UTCSS 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.

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 at least three

weeks in advance.

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 [Acceptable Use Policy](#).

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: <https://utcss.incidentiq.com/logout?referrer=%2F>

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.

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/>

Substitute Folder

Teachers should keep an emergency substitute folder which includes class times, location of all needed materials, class procedures, class helpers if appropriate and generic subject related work. 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. The Substitute Handbook should be given to all new substitutes no later than at the start of their first scheduled day.

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 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.

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 brief and clearly stated.

Classroom Appearance

Classrooms should be neat, clean, safe, orderly, and conducive to learning. Some students may have difficulty concentrating 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

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

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. Normal school days for staff are comprised of eight hours of work, plus time for lunch. Teacher start and end times will span 8 ½ hours.

Electronic Communication with Students

At no time, including non-school hours, will any UTCSS staff member communicate directly with a student using any personal devices or accounts, including but not limited to text messaging, instant messaging, email, blogs, chat rooms, video sharing websites, editorial comments, social network sites, landline phones, cell phones, and any and all other web-based applications. All staff members shall keep personal telephone numbers and email addresses confidential. If a student engages in any improper communication with a school employee, staff must contact their direct supervisor immediately to report the incident.

Video Recording

At no time will any UTCSS staff member video record any students or staff members without the expressed written consent of their principal or immediate supervisor.

Student Conduct Complaint and Reporting – Bullying and Harassment

Upon knowledge of a suspected incident, the Campus Administrator files a report, conducts a thorough investigation, and completes a follow up determination report. All parents involved are promptly notified of the complaint and the pending investigation. All interviews concerning any student involvement should include the student, the parent and an additional staff member. The investigation must include the following

- Conducting interviews of all students involved
- Conducting interviews of witnesses
- Investigating the circumstances of the incident, including events or incidents that preceded the incident in question
- Documentation of all interviews on the complaint form

Regardless of the outcome of the initial investigation, the Campus Administrator continues to monitor the situation paying special attention to the student or students involved as well as the interaction with any incidents that may involve a staff member. The summary of the events and the findings are sent to the Title IX Coordinator. The Title IX Coordinator keeps a record of any reported incidents. The Coordinator may assist in the investigation if needed and may be requested to offer a third-party opinion for the determination of actual harassment. If the determination results show that some form of harassment occurred, the Campus

Administrator is responsible for taking immediate and swift action to end the harassment, eliminate any hostile environment and its effects and prevent harassment from recurring. Any steps taken will not penalize the student who was harassed, intimidated and/or bullied. The actions involved may include but are not limited to the following

- Removing the student being harassed from the situation where the events occurred
- Removing the student accused from the situation where the events occurred
- Available counseling options for a student who is a victim of harassment intimidation and/or bullying
- Available counseling options for a student who engaged in conduct that was harassing, intimidating and /or bullying
- Consequences in accordance with the Student Code of Conduct

In the event that any person involved does not agree with the determination or follow up actions, they may appeal in writing to the Superintendent. Only written appeals will be reviewed and investigated by the Superintendent's Office.

Upon receipt of a written appeal concerning the determination and/or action steps taken to rectify a complaint, the Superintendent's office will complete the appropriate documentation, and will conduct its own investigation and interviews of all of the parties involved.

After the secondary investigation by the Office of the Superintendent and the determination that follows, the complaint is considered closed. All parties are notified in writing of the results of the investigation and the actions taken to address the situation. Further appeals or action requested by the parent or guardian shall be considered only in the event that further evidence can be shown to conclude that harassment may again have occurred.

Lice Notification

If a student is diagnosed with having Lice, a parent letter will be sent to each member of the class notifying them of the discovery. Names cannot be revealed only that the lice have been identified as present.

RTI Notification

At the middle of the term (3 week or 4.5 week), the content teacher will create a Progress Report using the RTI area of DMAC for students that have a grade below 75. The reports will be printed and given to the registrar to mail.

The Progress Report includes the Response To Intervention (RTI) measures taken to address the poor performance. The notification will include any additional intervention programs utilized to support and improve the poor performance.

Electronic Communication and Data Management

AVAILABILITY OF ACCESS

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instruction and administrative purposes.

Access to the District's electronic communications system(s), hereafter referred to as ECS, including the Internet, shall be made available to students, employees, and other authorized users primarily for educational and administrative purposes and in accordance with administrative regulations.

LIMITED PERSONAL USE

Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources;
3. Has no adverse effect on an employee's job performance or on a student's academic performance;
4. Is used on a limited basis; and
5. Employees and authorized users may not be paid or otherwise profit from the use of any district-provided information resource or from any output produced using it. Commercial activity may not be promoted using university information resources.

EMPLOYEE USE OF DISTRICT ELECTRONIC EQUIPMENT

Employees or authorized users may not remove equipment, such as desktops, laptops, and other electronic devices, from the assigned inventory location in school buildings, school offices, or classrooms unless authorization has been obtained.

For use away from work in conducting school-related business, a signed copy of an authorized Use of Equipment form shall be approved by the District instructional technology department and the employee's direct supervisor. The form must be on file with the employee's direct supervisor prior to the removal of the equipment from its assigned location. Equipment released to employees in such a manner may not be used for personal use and must be properly safeguarded and handled with reasonable care.

The Authorized Use of Equipment approval is for a specific piece of equipment with a unique inventory number. Review and adjustment of the equipment for offsite security may take several days.

VIOLATION OF LAW NOT PERMITTED

No user of the ECS may violate applicable state or federal laws, including copyright laws. Copying or using text, graphics, video and sound clips, and software may be a violation of applicable copyright laws. The user shall use care not to violate these copyright laws by use of copyrighted items. Any individual employed or contracted by the District shall determine whether use of material requires permission.

Users of the ECS may not publish or otherwise use personally identifiable educational records of students without permission of the student or the student's parents/guardians unless the user complies with the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g.

The ECS shall not be used for material that is obscene or indecent, is patently offensive as measured by contemporary community standards, is sexually explicit or tends to degrade any race, religion, ethnic group, or gender.

COPYRIGHT

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

SYSTEM ACCESS

Access to the District's electronic communication system (ECS) will be governed as follows:

With the approval of the principal, or division/department supervisor or designee, users will be granted appropriate access to the District's ECS.

Any user of the District ECS identified as having violated District, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with District policies and regulations.

The campus principal will make the final decision regarding whether a student has violated the guidelines, subject of any right of appeal.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purpose and mission of the District and with applicable laws and policies.

Access to the District's electronic communications system is a privilege, not a right. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Student access to the ECS is permitted unless the parent has returned the Denial of Internet Access/Electronic Publication form to the campus.

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

SYSTEM COORDINATOR'S RESPONSIBILITIES –

Responsibilities for the system coordinator(s) (principal or division/department supervisor, or designee) will include but not be limited to the following:

1. To be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's ECS.
2. To ensure that all users of the District's ECS abide by the District policies and administrative regulations regarding such use.
3. To ensure that all employees supervising students who use the District's ECS provide training emphasizing the appropriate uses of these resources.
4. Authorization to monitor or examine all ECS activities made available by UCS IT and deemed appropriate by the Superintendent or designee to ensure proper use of the ECS.

INDIVIDUAL USER RESPONSIBILITIES –

The following standards will apply to all users of the District's electronic information/communication system(s). Users who violate these standards may be subject to disciplinary action in accordance with District policies and/or administrative regulations.

SYSTEM(S) CONDUCT

1. The ECS may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy. Examples would be use of the ECS for selling commercial products and/or services or for lobbying.
2. Users may not use another person's ID or password
3. Users will maintain electronic information in accordance with established guidelines.
4. Users may not upload or download programs to or from the District's system(s) without appropriate authorization.
5. Users may not bring unauthorized materials into the District's ECS.
6. Non-UCS equipment shall not be used on UCS networks or in conjunction with District resources.
7. If a user identifies or has knowledge of a security problem on the network or any UCS resource, the user must notify a system administrator.

8. The security problem should not be shown or demonstrated to other users.
9. If a user identifies or has knowledge of unsecured confidential data, the user must notify a system administrator. This includes, but is not limited to, unencrypted confidential information, unsecured transfer of confidential information, and unauthorized or inappropriate use of confidential information.
10. Exemplary behavior is expected on “virtual” field trips. When “visiting” locations on the Internet or using video conferencing or screen-sharing communication tools, users must conduct themselves as representatives of both their respective schools and the District.
11. Any District user’s traffic that traverses another network may be subject to that network’s acceptable user guidelines.

INTERNET SAFETY

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

1. Control students’ access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

FILTERING

The District ECS shall have an Internet filtering device or software that can block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children’s Internet Protection Act and as determined by the Superintendent or designee. Normal settings on the filters will block access to any site not directly related to the curriculum and to instructional activities or other school purposes.

The Superintendent or designee shall enforce the user of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may adjust settings on the filtering device for bona fide research, other lawful purpose, or school district needs.

MONITORED USE

Electronic mail transmissions and other uses of the District’s ECS by students and employees are not private and may be monitored at any time by designated District staff to ensure appropriate use.

E-mail is an essential tool for communicating within and outside the University. It is important that e-mail be used in a manner that achieves its purpose without exposing the University Charter School to unnecessary technical, financial, or legal risks. The following practices are required:

Each faculty member, staff, or student using an e-mail address shall exercise prudent e-mail use in accordance with the policies, standards, and/or procedures related to Information Resources acceptable use and retention.

All e-mail is subject to logging and review.

INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District’s ECS, but shall be deemed to give the

District the right to use such work for any educationally related purpose.

The District, as employer, shall be the author of all works prepared or created by District employees while performing their job responsibilities for the District and using the District's ECS. The District grants each District employee the right to use such works that he or she creates in his or her own activities as an educator or education administrator, even when the employee is no longer employed by the District.

VANDALISM PROHIBITED –

Any attempt to harm or destroy District equipment or materials, data, of another user of the District's ECS, or any other agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, alter programs or settings, or disrupt system performance may be viewed as violations of District policies and administrative regulations, and possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

FORGERY PROHIBITED –

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

VIOLATION OF STANDARDS –

Users who violate these standards may be subject to disciplinary action in accordance with District policy and/or legal actions.

AUTHORIZATION FOR ECS ACCESS –

The District and/or systems coordinator may limit, suspend, revoke, or restore a system user's access to the District's ECS in accordance with District policy and/or administrative regulations regarding acceptable use.

USER LIABILITY –

All communication systems resources are the property of UT-UCS. Users may be held responsible for any damage to resources caused by the user.

DISCLAIMER OF LIABILITY

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

The District's ECS is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied with respect to any services provided by the system(s) and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

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

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating

to misuse of the District ECS.

University of Texas-University Charter School System

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 System Employee Information Guide and that I will be held accountable for information contained in the information Guide.

Printed Name

Signature

Date