

CVHS Faculty Handbook 2015 – 2016

Teacher Handbook Expectations

This handbook is prepared to provide valuable information regarding Carnegie Vanguard High school and staff expectations. Each staff member is required to become knowledgeable with all its contents and follow all expectations.

HISD High School Guidelines

In addition to the Carnegie Vanguard High School Faculty handbook, the HISD School Guidelines 2013-2014 are on the HISD portal under the Federal and State Compliance department. All teachers should read and be familiar with the information contained therein.

Link to secondary guidelines: <http://www.houstonisd.org/Page/33269> A copy will also be placed in the CVHS common folder.

Professional Expectations

Sign In-Sign Out:

Accurate arrival and departure times are to be recorded on the time sheet. **Teachers are to use the Hall Pass system when they arrive and leave each day. It is extremely important that teachers complete this routine task.**

Sign-In/Out	8:00 A.M.	3:45 P.M.
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If you are leaving the campus during the school day, you must sign out upon departure and sign in upon return using the Hall Pass system. This system is to be used at all times during the normal workday when you are leaving and returning to campus.

Duty for Teachers:

Teachers will be assigned a duty during lunch outside of their 30 minute duty free lunch. This duty may change, but currently it will be to monitor students in the cafeteria, courtyard, or athletic fields once a week.

Legal Responsibility:

The school has the legal responsibility of providing a safe environment while at the facility. Teachers, as individuals, share this responsibility. While the teacher cannot be held responsible for all accidental occurrences in activities under his or her supervision, he or she can be held legally responsible for the consequences of negligence that has been proven injurious to one or more students. Liability occurs when the teacher is held responsible for a given situation and is proven negligent (failure to act as a responsible, prudent person under the circumstances). If the teacher could have foreseen the causes leading to the injury and failed to take action, as a prudent person would, the ruling of negligence can result.

- Never leave a class unsupervised. If you must leave the class or students, request supervision of the class from the nearest professional staff member.
- Do not involve students in dangerous situations.
- Do not assign an activity or exercise until thorough explanation and demonstration have occurred.
- Prior to assigning activities, ensure that students with known disabilities are fully capable of performing tasks without danger.
- Ensure that equipment and the environment are safe through regular inspections.

- Do not transport students in your vehicle without parent and administrator authorization.
- Always follow HISD policies, rule, and regulations.

Social Media

Please reference the official [HISD Social Media guidelines](#). Please note the following critical excerpt: “Engaging in personal social-networking friendships on Twitter, Facebook or other social networking sites is prohibited with students, and strongly discouraged with parents or guardians of students.” **Also, refer to the addendum.**

Meetings & School Events:

General faculty meetings will be scheduled on the third Thursday of each month at 8:00 a.m. Faculty and staff are expected to attend the following events: open house, growth plan meetings, faculty meetings, at least three PTO meetings, magnet open house, the awards banquet, and graduation.

Attire:

Faculty and staff are role models and are expected to dress professionally in order to positively impact the lives of impressionable students. **Whatever is expected of students is also expected of employees including display of ID badge.**

Messages/Mailboxes:

Telephone messages will be placed in the teacher’s mailbox in the faculty lounge. Classes are not interrupted during instructional time unless there is an emergency. Teachers should check both mailboxes and email at least twice daily.

Absence from Duty:

Teachers are instructed to utilize the AESOP website to record absences and request substitutes at www.aesoponline.com. Teachers **must** submit an [absence from duty form](#) to the secretary for each day they are off campus (sickness, personal leave, training, etc...)

Instructional Supplies/Equipment:

Basic office supplies are kept in the storeroom and are available upon request. Faculty and staff may order other office items or instructional materials by completing a purchase order form and getting approval from the department chairperson. Orders must be from HISD approved vendors.

Website

It is expected that teachers have their pages on the website up-to-date. Items that should be included area:

- Brief biography of the teacher including college, degree, major/minor, and hometown. Also include when the teacher joined CVHS.
- Courses taught & a syllabus for each course.

Club sponsors must keep their club page(s) up to date and include the name and contact information of the sponsor as well as meeting times and location.

Parents

It is critical that teachers return parent calls and confer with parents in a timely manner. As a general rule, teachers should return parent calls or e-mails within 24 hours. Under no circumstances should a parent have to wait more than two days for a teacher to respond. Teacher planning periods are appropriate for conferences if parents are available to meet during the school day. Early morning or after-school conferences, when possible, may offer a way to accommodate parents who can meet at no other time. From time to time, a parent will may arrive for a conference unannounced. In such cases, the office staff

will ask the parents to schedule a conference with the teacher. Should you have a conference period at the same time a parent has paid an unannounced visit and you wish to meet with that parent immediately, then you are, of course, welcome to do so. Should you find a parent constantly unavailable when you try to call, then leave a message. If possible, write a note or send an e-mail to the parent stating your attempts to call and offer any other pertinent information.

Curriculum and Instruction

Curriculum:

Each teacher should be familiar with and incorporate HISD scope and sequence, AP, TEKS, GT strategies, etc. as appropriate, into his or her lessons and lesson plans. Various instructional applications and tools are offered via the HISD portal. Each faculty member who teaches an AP course must have a College Board approved syllabus and training.

Accommodations/Modifications:

Teachers will receive and sign for receipt of Special Education accommodations or 504 accommodations for students participating in those programs. Accommodations should be kept available and should be noted in all lesson plans. Accommodations must be provided to the students as documented. A code as part of a legend in a gradebook may be used for this purpose. This practice is subject to TEA audit.

SSEP:

SSEP occurs on Monday, Tuesday, Thursday, and Friday. Wednesday is reserved for Advocacy and administrative activities. The goal / purpose of SSEP is for student tutoring by teachers and peers, retakes, make up work, time to read, and any other academic pursuit of the students. It is an instructional period of the day. Each student must have a pass to be released from their SSEP; the requesting teacher signs the initial pass. Students should not be released without a pass.

Professional Learning Communities:

The Carnegie Vanguard daily schedule facilitates horizontal, grade-level planning. Teachers are asked to participate in biweekly meetings in order to cooperatively plan for increased student achievement. Department meetings with administration will be held monthly to support vertical alignment of the curriculum. Each department and grade level chairperson will post the minutes of the meeting in the common folder.

Lesson Plans:

Lesson plans should be prepared in advance and posted in the common folder each Thursday for the upcoming week. They should include: lesson objectives, learning activities that are sequenced to lead students towards mastery of those objectives, and how student mastery of objectives will be assessed. These documents are subject to audit and must be submitted at the end of the year and retained for TEA purposes.

HISD Holidays & Due Dates:

Assignment deadlines must fall before an HISD approved holiday or they must be at least 3 or more days after an approved HISD holiday.

Record-keeping & Grades:

- All grades should be entered into GradeSpeed in a timely manner. New material should not be assessed before previous graded material is returned (major assessments). All grades should be updated in the teacher's gradebook within 15 days of the assignment. This provides opportunities for intervention multiple times within the cycle. Progress report grades should be up to date with

all assessment grades entered and a minimum of 2 grades entered for the first progress report for each cycle. There must be a grade for each class on each progress report.

- Submit copies of final exams and grading keys to the counselor at the end of the year for any absent students.
- Teacher will retain student final exams for at least one semester.
- Teachers are asked to bring a copy of students' individual grades from the previous grading cycle and the current cycle to growth plan meetings and other parent conferences.
- Attendance recording for each class period must be completed in an accurate and timely manner.

GradeSpeed Gradebook:

- Category names and individual assignment names must be clear, descriptive, and definitive.
- Multipliers: If a multiplier other than 1 is used, it must be indicated in the name of the assignments. Ex: Reconstruction Mastery Test (2x) or MLA handbook pop quiz (0.5x)
- Category weights must remain the same throughout the school year. A semester vs. B semester
- Category names and weights must be published in the course syllabus, and the syllabus must be available on the school website.
- Each category must contain one or more grades in each grading cycle.
- No single grade may count for more than 20% of the cycle average.
- Missing assignments must be indicated by the code MSG within 3 days. The MSG can be replaced with a grade when the assignment is completed.

Assessment Policy

Teachers should have at least 15 grades per nine weeks grading cycle. No single grade may count for more than 20% of the cycle average. "Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated district objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course". (HISD School Guidelines) A grade may not be assigned based on attendance.

Grading Regulations - HISD Secondary Guidelines

Under no circumstance shall students (including TAs) handle, grade, or record grades of other students. Students should not be allowed to handle any documents on which another student's grades are recorded. This includes grade books, report cards, notice of progress forms, permanent record cards, academic achievement records, etc. The computation of a student's grade average or grade point average by another student is also prohibited.

Late Work Policy:

The teacher's late work policy should be clearly explained and written in the class syllabus. The syllabus should be posted on the school website by the first day of class and for the duration of the school year.

CVHS Retake Policy

In accordance with Senate Bill 2033, Carnegie Vanguard abides by the following retake policy:

- Not to exceed 2 retakes per grading cycle
- Maximum retake score is 70, (score of 70 to 100 = 70)
- The highest grade between the original and the retake is counted.
- The student, not the parent, must request the retake in writing (per teacher procedure in class syllabus)
- Student must request the retake within 24 hours and complete the retake within one week of grade posted

- Retakes are for in-class assessments, such as quizzes and/or tests only. A reading quiz (reading check) is an extension of homework and is not eligible for a retake.
- Student must fill out a retake form and complete the required remediation as listed on the form.
- If there are multiple retakes in the same day, it is the student's responsibility to reschedule with the teacher in advance
- No shows counts as a taken retake
- Final Exams are not eligible
- Missing assignments fall under teacher's late policy, not campus retake policy.

Incomplete Grades – HISD School Guidelines

Assignment of an incomplete grade must be approved by the Principal. Any grade reported as "Incomplete" must be resolved before the end of the next grading period. It is the responsibility of the teacher issuing the Incomplete to determine the reasonable timelines for the completion and assessment of the missing material and to promptly report the grade. A grade reported as "Incomplete" for the final grading cycle must be resolved by the end of the HISD regular summer school program (early to mid-July).

Grade Changes:

Following are the procedures for changing a grade:

- Teachers must complete the Change of Grade form.
- Submit the form to secretary for the principal's signature.
- Each change request must be made no later than 15 workdays after the grading cycle for which the grade change is being made.
- All grade changes must be submitted for the final cycle (4th nine weeks) before or no later than your final grades are due.

Progress Reporting:

The state law requires that a Notice of Progress to inform parents of failing grades and other deficiencies be made by the teacher. CVHS sends progress reports home to every student every three weeks during the nine week grading cycle.

A student must receive a progress report warning that he or she could fail before an F appears on a report card. Under certain circumstances, however, it is possible that a student could have been passing until just before the end of the nine-week grading period when poor performance on a major assignment caused the student's average to fall below 70. **If a student's average falls below 70, the teacher should send a notice of progress report home immediately. It is imperative that extra effort be made to give parents advance notice of a pending failing grade before the report card is sent home.**

Technology in the Classroom

Use of Audio-visual Materials:

Television programs and films used during the school day (including the lunch period) should support the curriculum and be accompanied by focused, instructional activities. If you have any question about the appropriateness of a film, please consult the administration. **Teachers must distribute a parent permission form that includes the MPAA rating, as well as, the educational benefit for the students.** Videos should be documented in the teacher's lesson plans.

Cell phones usage

Teachers may use cell phones for personal reasons only during non-instructional time. Please keep your phone on vibrate as you are expected to honor instructional time as well as professional development time.

Student cell phones can be used for instructional purposes while in the classroom if approved by the teacher. All other use of cell phones in the classroom is not permitted. The same applies for all other electronic devices.

Duplication of Materials:

Good advanced planning includes the knowledge of what materials are necessary in order to present lessons effectively. TAs can use the copier in room 136. Faculty and staff may use the copiers in any location (129, 136, 221). If a copier becomes jammed, do not leave it jammed. If you are unable to clear the copier after several attempts, notify the secretary or business manager. If a copier is malfunctioning or low on toner, alert the secretary, business manager, or member of administration.

Student Management and Discipline

Supervision of Before & After-School Activities

Sponsors and coaches of student clubs or activities must supervise students during non-school hours. **The sponsor is responsible for assigning a student greeter at the locked doors to allow entrance for participants and guests.**

Student TAs:

Only seniors may be TAs. TAs may make copies for teachers only in room 136. According to district policy, only teachers may assess student work, assign grades, and record grades. Students may never have access to grades, nor input grades or attendance into GradeSpeed. **TAs must remain with the classroom teacher throughout the assigned class period unless they have a pass with the time and destination on it.**

Library Policy:

Students, including TAs, must have a signed pass with the time and date specified to be admitted to the library during class periods. Teachers may sign up with the librarian in order to bring a class to the library. It is vital that you sign up with the librarian to ensure library availability.

Student Monitoring and Discipline:

Faculty and staff members should become familiar with HISD's *Code of Student Conduct* found on the HISD portal. Teachers should stand at their doors between class periods in order to monitor student behavior. Level I discipline infractions should be handled by the classroom teacher and recorded on a discipline form and should be submitted to the assistant principal for documentation purposes only. Assignment of lunch detention is at the teacher's discretion. Level II and III infractions should result in a referral to the assistant principal. **Teacher records of repeated Level I infractions are required for Level II referrals. The teacher should contact the parent/guardian whenever lunch detention is assigned, but contact must be made for a referral to the assistant principal.**

Discipline Referral Process

Level II and III Infractions require a Discipline Referral Form be used when referring a student to the assistant principal. A completed discipline form must accompany repeated dress code violations. After the assistant principal has had an opportunity to work with a referred student, a copy of the Discipline Referral Form will be returned to the teacher to provide feedback.

Release of Students from Class:

Students are expected to remain in the classroom for the entire instructional period. Students who leave the room during class should always have a hall pass. Teachers should require students to return to class within a reasonable amount of time; otherwise, please alert a member of campus administration or security if a student doesn't return.

Panic Button

There is a panic button located in each classroom. The button should be used in emergencies only, not for routine disciplinary matters. If you feel threatened by a student, parent, or other visitor to the campus use the button to receive immediate administrative and/or security assistance.

Fundraising and Financial Procedures

Fundraisers

All fundraising activities must be approved in advance by the Business Manager. The Approval of Fundraising Activity Form must be completed and submitted to the Business Manager and approved prior to any fundraising activity taking place. At the completion of all fundraisers you must complete the Approval of Fundraising Activity Form to reconcile the account and close the fundraiser. Students may not sell unauthorized items or services on campus at any time. Financial responsibility for a fundraiser lies with the faculty sponsor. CVHS's student activity accounts are subject to HISD audit at any time, so the accounts must be kept accurate and procedures must be followed to the letter. All those involved in fundraising activities should ensure that their own conduct puts neither themselves nor others in the school in jeopardy. The Business Manager is available to advise those with questions about these policies. Fundraising activities are not confined to regular school hours but are considered an extension of the school program. When fundraising activities are in the name of the school, all funds raised become Activity Funds belonging to the school-sponsored group responsible for raising the money. When a student body or a school-sponsored group actively participates in the money-raising activity, the money must be deposited into the groups Activity Fund with the one exception of a PTO/PTA sponsored fundraising activity. Games of chance such as, but not limited to raffles, lotteries or bingos are not allowed as activities to raise funds.

Procedures for Handling Money

- Money collected must be submitted for deposit to the school secretary on the day of the collection.
- No money is to be stored in classrooms, taken home, or deposited in any account other than the school Activity Account.
- All money must be counted in front of the business manager prior to deposit.
- A copy of all checks, to be retained by the Business Office must accompany all deposits containing checks.
- Coins must be rolled (Partial rolls should have the amount written on the outside of the roll). Assistance for rolling large amounts of coinage is available in the Business Office.
- Money collected from students for field trips, fees, insurance, etc., must be accompanied by a Tabulation of Monies Collected Form (Form AF-104).
- No faculty or staff member may have a separate bank account relating to CVHS activities

General Information:

Classroom Observations:

Classroom observations will be conducted by members of the administration throughout the school year. Teachers are asked to continue with the planned instructional activity during observations.

Public Address System:

It is the intention of the administration to protect instructional time. Daily announcements of importance will be aired via the public address system. Faculty and staff members requesting an announcement should complete an announcement request form and place it in the folder in 132 or email the assistant principal with the form. Announcements must be made in the morning and reminder announcements may be made within the first 10 minutes of lunch with approval. First time notifications of meetings may not be made during lunch.

Referrals to the Clinic:

The form entitled Teacher's Referral to Principal or Nurse must be completed prior to sending a student to the clinic. Do not move anyone who is bleeding or has lost consciousness or for any condition that appears serious. First-aid kits are issued to address minor medical problems. Please consult with the main office personnel if additional supplies are needed. Please inquire with the nurse if a student is gone for an extended period of time, and then notify administration if needed.

Field Trips and Extra-curricular Activities:

Field trips should be planned well in advance and should support the curriculum or a goal of the school program, such as college readiness. Trips should be discussed in grade level meetings and approved by the team leader and the principal before reservations are finalized. With the approval of the principal, field trip forms should then be submitted to the secretary. The required field trip forms are in the common folder.

Timeline:

Approval must be gained from the principal regarding a specific date. As soon as approval is granted, then the sponsor should email the entire campus with the details and students affected. This allows for instructional planning by other teachers. Then a reminder emails with specific dates and students affected should be sent out two days before the field trip and the day of the field trip.

Attendance on day of trip:

It is critical that accurate attendance is taken. The sponsor must take attendance the day of the field trip and then give the correct attendance to the SIMS clerk before leaving campus. It is not sufficient to give the SIMS clerk the anticipated list or to give the attendance upon arrival back to campus.

Permission Slips:

The teacher must make copies of the signed permission slips. One copy should be left on campus with the SIMS clerk and the other set should be taken with the sponsor.

Clubs

Each club must have a sponsor and a secretary and/or recorder of minutes. Minutes must be taken at club meetings and posted to the club space on the website. On the website, the sponsor's name and contact information must be listed.

Any awards, photos, recognitions, etc... must be made known to the principal and/or dean of instruction upon return to school. CVHS students represent the school and the information will be used to promote and inform the CVHS family and public.

No Pass/No Play applies to clubs as well as UIL activities at CVHS.

Evacuation Procedure

Procedures during class

1. Students exit classroom:
 - a. Students stay with their class
 - b. No talking is allowed
 - c. Use the exit designated on the evacuation map.
Primary Route: Red
Secondary Route: Green (use if primary is blocked)
2. Teachers:
 - a. Take the emergency procedures manual which should contain class rosters, evacuation map, and red and green signs.
Red = missing students
Green = all students present
 - b. Check that all students are out of the classroom.
 - c. Close classroom door. **DO NOT LOCK.** (Later entry may be required.)
 - d. Teachers with radios must carry their radios with them.
3. All teachers and students will gather in the athletic field.
4. Students in classrooms other than their own should remain with that teacher until arriving at the athletic field. Once on the field, the student reports to the teacher of record.
5. Students remain in orderly and silent lines until the all clear signal is given.
6. Check the student roster. Hold up the GREEN card for all students present and hold up RED if missing a student.
7. Keep color card visible until the front office personnel addresses the missing student(s).

Procedures before school, passing periods, and during lunch

1. Students must exit the building at the nearest exit location.
2. All students and faculty assemble on the athletic field.
3. Once on the field, students line up with their SSEP teacher.

Important Reminders

1. Teachers should be familiar with the evacuation route.
2. The teacher should take the emergency procedures manual and roll sheets with them whenever they take their students from the classroom. (ex: community room, green roof, courtyard, gym, theater)

ABSENCE FROM DUTY REPORT

(To be completed for all absences.)

EMPLOYEE: _____

EMPLID#: _____

SCHOOL OR DEPARTMENT: *Carnegie Vanguard High School*

THE EMPLOYEE SHOULD CHOOSE WHICH LEAVE BANK TO DEDUCT THE TIME FROM ACCORDING TO POLICY. Please check (✓) Leave Selection and indicate date(s) of absence and number of requested hours.

LEAVE SELECTION	STATE LEAVE		LOCAL LEAVE		STATE SICK LEAVE		VACATION LEAVE		JURY DUTY	
	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours
<input type="checkbox"/> Personal Illness										
<input type="checkbox"/> Personal Leave										
<input type="checkbox"/> Vacation Leave										
<input type="checkbox"/> Family Illness										
<input type="checkbox"/> Jury Duty										
<input type="checkbox"/> Religious Holiday										
<input type="checkbox"/> Other (Specify): _____										
<input type="checkbox"/> Funeral Leave** (additional days)										
<input type="checkbox"/> Off Campus Duty	Name of Training: _____ Location: _____ Date: _____ Start Time: _____ End Time: _____									

**Identify Relationship if requesting Funeral Leave: _____ Dates: _____

FUNERAL LEAVE:

Per District Policy DEC(LOCAL), regular employees eligible for the comprehensive leave program may receive funeral leave and be absent without loss of pay and without deduction from their accrued leave in the case of death of a spouse, child, parent, current parent-in-law, or any person residing in the employee's home at the time of death, for a period not to exceed three days per occurrence. **If an employee needs to take additional days off beyond the three days or needs to take time off for other funerals, this time off is charged to the employee's accrued leave balance as identified.**

STATE SICK LEAVE:

For employee with time accumulated prior to 1995 under the former Section 13.904(a) of the Education Code.

FAMILY AND MEDICAL LEAVE:

Per District Policy DEC(LOCAL), employees who request a leave of absence under the Family and Medical Leave Act for their serious health condition or that of a family member must provide the District with documentation from the health care provider which supports their request for such leave. For more details see Board Policy DEC(LEGAL) and DEC(LOCAL). Such written certification should be provided in advance or at the start of the leave. The certification form can be obtained from the HISD Website at www.houstonisd.org under Human Resources Department to be completed and submitted to the employee's appropriate HR Generalist.

ASSAULT LEAVE: Any employee requesting assault leave should contact their supervisor immediately and file a worker's compensation claim. See District Policy DEC(LEGAL).

Employee Signature: _____	Date: _____
Principal/Supervisors Signature: _____	Date: _____
Leave Status: _____ Approved _____ Disapproved	

Purpose of Social Media Guidelines

The Houston Independent School District (HISD) realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. To this aim, the Houston Independent School District has adapted the following guidelines to provide direction for instructional employees, students and the School District community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations.

These guidelines have been created as a resource for you. It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced by HISD employees is a reflection on the entire District and is subject to the District's Acceptable Use Policy. Personal postings, even if marked private, may also be subject to relevant HISD policies and procedures, as well as to relevant local, state and federal laws. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

What is Social Media?

User-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other.

Tools include, but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking sites (Facebook, Twitter, Google+, LinkedIn, etc.)
- Photo and Video Sharing sites (YouTube, Vimeo, Instagram, Flickr, etc.)
- Social Bookmarking (Pinterest, Reddit, StumbleUpon, Fark, Delicious)
- Podcasting and Vodcasting

Personal Responsibility

- The Houston Independent School District (HISD) encourages district employees with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings.
- Please note that even if you delete personal information, it still may be stored on the website's server for a longer period of time. Information that is marked "private" rarely is private on the Internet. It is

very easy for “friends” to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy on the World Wide Web.

Social Media Guidelines for Faculty and Staff

- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a HISD employee online, you are now connected to colleagues, students, parents and the school community. Use these connections wisely and well. You should also ensure that content associated with you is consistent with your work at HISD and your role as a public school/State employee.
- It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you’ve allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to “tag” or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook’s ability to allow “friends of friends” to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.
- It is inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student’s homework, class activity, school sport or club or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student’s grades).
- Engaging in personal social-networking friendships on Twitter, Facebook or other social networking sites is prohibited with students, and strongly discouraged with parents or guardians of students. The District recognizes that because of the tight-knit community of HISD, many staff members may have students or parents of students that are family members or close personal friends. However, the District cautions staff members against engaging in such social-networking friendships with these individuals. Use your official, school- or work-related page(s) instead. A recommendation for staff to respond to “friend” requests on their personal pages is:

If you are a student or parent requesting to be my “friend,” please do not be surprised or offended if I ignore your request. As an employee of The Houston Independent School District, District procedures and practices discourage me from “friending” students or parents on my personal pages. I would encourage you to friend our school’s (and/or classroom’s, department’s, the Houston Independent School District Facebook pages, etc.)

- Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee’s position and not impair the employee’s capacity to maintain the respect of students and parents/guardians or impair the employee’s ability to serve as a role model for children.

Professional Responsibility

- While social media can be a powerful communication tool and an educational tool for students and parents, HISD employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Remember that social media in the classroom is an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- Teachers who use social networking to interact with students and/or parents in an educational manner or as a communication tool must find ways to interact without giving students and parents access to their personal information and posts. Many social network sites allow you to create “groups” or “pages” where you can interact with students without giving them access to your personal account. Please see detailed Facebook guidelines for more information.
- When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites.
- Use an HISD provided e-mail as your e-mail contact for official or school-related pages. Do not use your HISD provided e-mail as a username or e-mail contact for personal pages.
- Please remember that all HISD policies and procedures, as well as relevant local, state and federal laws (copyright, fair use, Family Education Right to Privacy Act, personnel statutes, criminal statutes, etc.) apply to social media communications.

Overall Guidelines for Using Social Media

The following are general guidelines for using social media whether personally or professionally.

Be Transparent

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

Always a School Employee

Although the lines between public and private, personal and professional, can become blurred in the digital world, you will always be considered to be a HISD employee. Whether it is clearly communicated or not, you will be identified as an employee of the School District in what you do and say online. If you don't want it on the 10 p.m. news or in the daily newspaper - don't share it online.

School Values

Represent HISD district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents or other districts. Any online contributions must be in accordance with the appropriate policies, guidelines and relevant laws. Consider carefully what you post through comments and photos. A violation of these policies, guidelines and/or relevant laws could be regarded as a form of professional misconduct and may result in disciplinary action.

Build Community/Positively Represent School

Represent HISD, the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the District in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offense. Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, so be certain it is accurate and supports your organization. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted you can't take it back.

Other Online Activities

Part of the Internet's popularity is its many online diversions. Be careful of gimmicks or games that many websites use to increase web traffic. Examples can include risqué surveys or quizzes. Often comments or information thought to be shared in private are capable of being shared publicly. Also, employees may be disciplined for using their online access for non work-related purposes.

Share your Expertise

Write what you know and be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff represented by its people and what you publish may reflect on the school. Speak in the first person with your own voice and perspective.

Respectful and Responsible

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of others' opinions in your posts or comments. You are responsible for the content you post. Do your tags, descriptions and your image portray you and the District in a professional manner?

Own and Correct Mistakes

If you make a mistake, admit the mistake and correct it quickly. Share your error with your principal, Human Resources, or District Relations so they can help address the issue effectively. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

Confidential Information

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleagues or students without their expressed permission.

School Logos

Obtain written permission before using any school or district logo or image. School logos may only be used in a professional capacity. When using social media for HISD or school-related purposes, please

follow the HISD Style Guide (www.houstonisd.org/styleguide) . If you need assistance, please contact the HISD Communications department (713-556-6066).

Posting Photos or Movies without Permission

Do not post or tag photos or movies of others without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

Responding to Negative Comments and Criticism

How you respond to negative comments or criticism will say more about you and your character than what you post. When in doubt, it's best not to give it credibility by acknowledging it with a response publicly; perhaps a private response would be more appropriate. See the response guidelines for more information on responding to these types of comments.

Respond and Post Regularly

To encourage readership, post regularly. Don't post to your blog and then not post for three weeks. Readers won't have a reason to follow you if they cannot expect new content regularly. Respond to other's posts. Answer questions; thank people even if it's just a few words. Make it a two-way conversation.

Spell Check and Abbreviations

Any online contribution should be well written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have readers from across the world who won't understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

Copyright and Fair Use

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink, confirm that link goes where it should and that the content is appropriate. Keep in mind that copyright and fair use also apply to music. Do not post presentations or videos using popular music, or any music or art that you have not obtained the appropriate permissions for use. For example, just because you've purchased something for personal use doesn't mean you've purchased the right to broadcast it to others online.

Personal Information

Be careful about sharing too much personal information. People often share personal information such as their pet names, their parents and children's names, where they grew up, and more. This information may help a hacker guess your passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Do not share with a student your personal problems that would normally be discussed with adults. Be smart and don't share too much information.

Video

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online, including video. Anything you post online should represent you in a professional manner as others will see you as connected to the School District. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it. Consult a supervisor if you feel the content may be questionable.

Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing.

Employees who post information on Facebook, Twitter or similar websites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information and report this to the district, their report will be investigated by school and district officials.

Adapted From:

Social Media Guidelines Wiki

Referenced Sites and Resources

- Barrow County Schools: <http://www.barrow.k12.ga.us/>

- Social Media Guidelines for Educators

(Facebook group): <http://www.facebook.com/group.php?gid=80354045978>

- Social Media Guidelines for Schools - Andy Mann, Calhoun ISD

<http://www.scribd.com/doc/28430149/Social-Media-Guidelines-for-Schools>

- Social Media Guidelines for Schools Wiki <http://socialmediaguidelines.pbworks.com/>

- Social Media Suggestions:

<http://blogs.stvrain.k12.co.us/helpdesk/2010/03/29/social-media-suggestions/>

- Think Social Media Guidelines:

<http://thinkingmachine.pbworks.com/Think-Social-Media-Guidelines>

A list of resources is provided at the end of this document. This is created to be shared, edited, updated and has been licensed under a Creative Commons Attribution-Noncommercial-Share Alike license.

AAE Code of Ethics for Educators

OVERVIEW

The professional educator strives to create a learning environment that nurtures to fulfillment the potential of all students.

The professional educator acts with conscientious effort to exemplify the highest ethical standards.

The professional educator responsibly accepts that every child has a right to an uninterrupted education free from strikes or any other work stoppage tactics.

PRINCIPLE I: Ethical Conduct toward Students

The professional educator accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children.

Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect—for the law, for human life, for others, and for self.

The professional educator, in accepting his or her position of public trust, measures success not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the republic.

1. The professional educator deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to law and school policy.
2. The professional educator does not intentionally expose the student to disparagement.
3. The professional educator does not reveal confidential information concerning students, unless required by law.
4. The professional educator makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
5. The professional educator endeavors to present facts without distortion, bias, or personal prejudice.

PRINCIPLE II: Ethical Conduct toward Practices and Performance

The professional educator assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence. The professional educator endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.

1. The professional educator applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the terms of a contract or appointment.
2. The professional educator maintains sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment.
3. The professional educator continues professional growth.
4. The professional educator complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
5. The professional educator does not intentionally misrepresent official policies of the school or educational organizations, and clearly distinguishes those views from his or her own personal opinions.
6. The professional educator honestly accounts for all funds committed to his or her charge.
7. The professional educator does not use institutional or professional privileges for personal or partisan advantage.

PRINCIPLE III: Ethical Conduct toward Professional Colleagues

The professional educator, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.

1. The professional educator does not reveal confidential information concerning colleagues unless required by law.
2. The professional educator does not willfully make false statements about a colleague or the school system.
3. The professional educator does not interfere with a colleague's freedom of choice, and works to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.

PRINCIPLE IV: Ethical Conduct toward Parents and Community

The professional educator pledges to protect public sovereignty over public education and private control of private education.

The professional educator recognizes that quality education is the common goal of the public, boards of education, and educators, and that a cooperative effort is essential among these groups to attain that goal.

1. The professional educator makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
2. The professional educator endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
3. The professional educator manifests a positive and active role in school/community relations.