

Your Rights and Responsibilities



FOR ASSISTANCE
1-877-ASK-TSTA

www.tsta.org

TSTA
8716 N. MOPAC Expressway
Austin, Texas 78759
1-800-324-8782

- **Join your local association/TSTA/NEA affiliate.** Your career is your most valuable investment.
- Register to vote and **REMEMBER TO VOTE**; every decision that impacts you is a political one.
- Know who to contact at TSTA (your TSTA Support Network):
 - Immediate Questions/Answers/Support:
 - Your TSTA campus leader
 - Your local association president
 - Your AOT staff person
 - Legal issues/questions: TSTA Help Center (1.877.ASK.TSTA)
 - Instruction/certification/professional development:
BryanW@tsta.org
- Know and understand your rights.
- Preserve, protect, and defend the planning period. It's yours so use it and protect it.
- Take your full lunch period; it's duty-free, is a full 30 minutes, and **DOES NOT** include hall duty or taking kids to/from the cafeteria.



- Keep copies (print or electronic) of the following close at hand:
 - ▶ Employment Grievance Policies DGBA (LEGAL) and DGBA (LOCAL)
 - ▶ Teacher Evaluation Policies (DNA (LEGAL) and DNA (LOCAL)
 - ▶ Teacher Appraisal Manual (T-TESS, PDAS, or a local instrument)
- Take time to document; you never know when you may need it.
- Keep your principal and appraiser informed; no one likes surprises and if you don't inform them, someone else will.
- Understand the "ins and outs" of your leave time.
- Be on time every morning. If you're running late, call your principal.
- Go to local school board meetings; it's amazing what you learn and it all impacts you.
- Question things you don't understand but don't be insubordinate. If something doesn't make sense or you don't understand it, ask a question. If you don't know how to ask the question, contact your TSTA support list.
- Have the moral courage to speak up; your reality may not be the same as another teacher's.
- Know and understand the process of how things get done and who does them.
- Avoid talking about students in public places, including the lounge.
- Maintain confidentiality of students, colleagues, and parents.
- If someone says "it's the law. . ." ask for a copy of the law.
- Advocate for yourself, your profession, your school, and your students.
- Share your story; no one can tell it better than you can.
- Keep your personal life private and separate for your professional life.

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