

# ALIEF INDEPENDENT SCHOOL DISTRICT

## Children Interacting Afterschool

ESSER (Grades PK-8)  
21<sup>st</sup> Century Community Learning Centers/  
Afterschool Centers on Education (CCLC/ACE) (Grades 1-8)

### 2021-2022 Staff Handbook



Alief ISD Children Interacting Afterschool Program  
14051 Bellaire Blvd. • Houston, TX 77083  
Phone: 281-988-3111  
[www.aliefisd.net/CIA](http://www.aliefisd.net/CIA)

*E-Mail Us!* [afterschoolprogram@aliefisd.net](mailto:afterschoolprogram@aliefisd.net)

**ALIEF INDEPENDENT SCHOOL DISTRICT  
Children Interacting Afterschool  
VISION STATEMENT & GOALS**

**VISION STATEMENT**

To ensure that students have the opportunity to participate in a safe, inclusive program with fun, hands-on, age appropriate activities which includes increasing academic success, enhancing character development, and building life skills through educational, recreational, enrichment, and community activities.

**PROGRAM GOALS**

- ❖ To provide a safe, enriching environment that builds self-confidence and social development.
- ❖ To provide educational, enrichment, and recreational activities that develop each student's educational competence, physical and social development, and community involvement.
- ❖ To provide a flexible program that fits the needs of the students and their parents.
- ❖ To help students better relate to others and recognize the differences that makes a person unique by working and playing together.
- ❖ To increase family engagement in the educational setting.

Alief ISD reserves the right to update this Staff Handbook as necessary. The information and guidelines supplied in this Student/Parent Handbook are based upon conditions at the time of printing and are subject to change in order to better operate our program.

All participants will be notified in writing of any changes made and the date any change will go into effect.

Please keep this Handbook in a safe place so that you may refer to it when needed.

Thank you for your cooperation!

The Alief Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in providing education or providing access to benefits of education services, activities, and programs including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act; and the Age Discrimination Act of 1975.

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## SECTION I: Program Information

### ***Children Interacting Afterschool Office (CIA)***

Location: Alief Support Facility – 14051 Bellaire Blvd., Houston, TX 77083  
 Phone: 281-988-3111

E-Mail: [afterschoolprogram@aliefisd.net](mailto:afterschoolprogram@aliefisd.net)

Office Hours: Monday – Thursday: 7:30 a.m. – 4:30 p.m.  
 Friday: 7:30 a.m. – 4:00 p.m.

Web Site: [www.aliefisd.net/CIA](http://www.aliefisd.net/CIA)

CIA District Coordinator	Tameka Anderson Abernathy	281-734-2354	<a href="mailto:tameka.abernathy@aliefisd.net">tameka.abernathy@aliefisd.net</a>
CIA Assistant Coordinator	Steven Henderson	713-839-5902	<a href="mailto:steven.henderson@aliefisd.net">steven.henderson@aliefisd.net</a>
21 <sup>st</sup> CCLC Project Director- Cycle 10	Dre’Chelle Edwards	713-314-7626	<a href="mailto:Drechelle.edwards@aliefisd.net">Drechelle.edwards@aliefisd.net</a>
21 <sup>st</sup> CCLC Project Director- Cycle 11	TBD		
ESSER Project Director	TBD		

### ***Children Interacting Afterschool Hours and Days of Operation***

#### *All Programs*

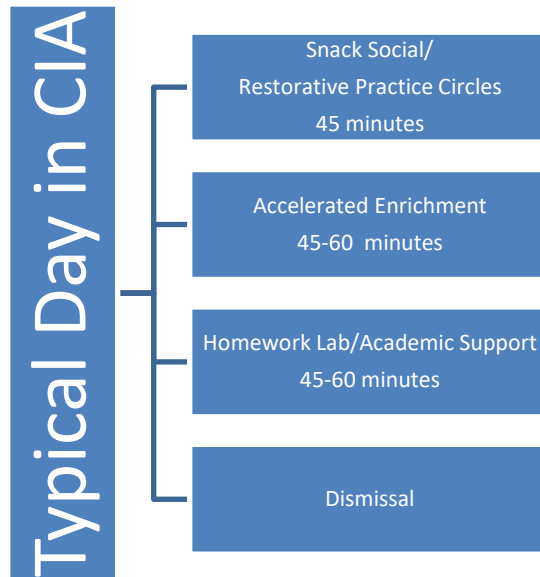
- ❖ Immediately following school – 6:00 p.m. (ESSER)
- ❖ Immediately following school – 6:05 p.m., (21<sup>st</sup> CCLC elementary sites)
- ❖ Immediately following school – 6:15 p.m. (21<sup>st</sup> CCLC intermediate/middle sites)

#### Early Release Days:

- ❖ CIA will operate immediately following early release until – 6:00 p.m. (ESSER), and 6:05 p.m. (21<sup>st</sup> CCLC elementary sites), and 6:15p.m. (21<sup>st</sup> CCLC intermediate/middle sites).

#### Holidays:

- ❖ CIA follows the Alief ISD calendar for all holidays.



## **COVID-19**

Providing a safe environment for our students and staff is our top priority. Preventative health and safety measures will be put into place to mitigate the spread of COVID-19 throughout the district, on campuses and on bus transportation. For more information on Health and Safety, please visit [www.aliefisd.net](http://www.aliefisd.net).

## ***Children Interacting Afterschool Code of Conduct***

*All CIA participants are expected to adhere to the following guidelines:*

- All CIA students must be able to interact in a group setting, follow directions, and transition from one activity to the next.
- One-on-one supervision is not available.
- Be positive and try your best.
- Be polite and courteous to all, at all times.
- Be respectful to all students and staff.
- Be mindful of other students' personal space – keep hands, feet, and personal items to yourself.
- Be responsible for your own actions and items.
- Ask CIA instructor to receive permission to use the restroom or leave an activity.
- Use of cellular phones/personal electronic games is prohibited with the exception of activities associated with approved curriculum.
- Destruction of Alief ISD CIA property is prohibited.
- No inappropriate touching of other CIA students or staff.
- All campus rules will be enforced at all times.

## ***Snacks/Food Allergies***

A nutritious snack will be provided each day by the Alief ISD Nutrition Department. If a student does not want to eat the provided snack, he/she may bring a snack from home. The snack from home may not be shared with any other student. If a snack is provided from home, CIA is not responsible for its nutritional value or meeting the student's daily food needs. It is the responsibility of parents/legal guardians to make sure all allergies are properly documented on their child's CIA registration and brought to the attention of the CIA staff.

## ***Homework Assistance Policy***

CIA does not provide one-on-one assistance and, therefore, cannot guarantee all completed homework is correct. Homework support should be a partnership between CIA and parents. *Parents are strongly encouraged to review homework on a daily basis.*

## **SECTION II: Staff Expectations**

### ***Children Interacting Afterschool Staff Selection/Training***

Instructors and staff members are the key to a great afterschool program. Therefore, we look for the very best when we hire. Qualifications and characteristics that we look for in CIA staff members are:

- ❖ Certified teachers
- ❖ Education majors or individuals with equivalent experience working with youth
- ❖ Knowledge of positive youth development
- ❖ Positive role models
- ❖ High moral values
- ❖ An outgoing personality
- ❖ Leadership abilities
- ❖ Desire to work with and have fun with youth
- ❖ Ability to adapt services to meet the needs of the Alief ISD CIA
- ❖ Ability to make all students feel included and welcome in class
- ❖ Ability to put the needs of the students first and care for their safety and well-being
- ❖ Ability to follow all guidelines set forth in the CIA Staff Handbook
- ❖ CPR/First Aid Certified

All ESSER and CCLC/ACE staff are hired and placed by individual campus site leader/coordinator with the assistance of the Project Directors and District Coordinators.

### ***Application (Non-Contract Positions)***

- ❖ To apply for a position with the CIA, candidates should submit a cover letter of interest and resume to [afterschoolprogram@aliefisd.net](mailto:afterschoolprogram@aliefisd.net).
- ❖ Candidates may include certified teachers, degreed professionals, paraprofessionals, and part-time/temporary applicants which may include professional contractors and students.
- ❖ For the safety of our students, all hired candidates must complete and pass a Criminal History Background Check by the Alief ISD Human Resources Department prior to beginning employment with the CIA. *This process can take three weeks or more to complete.*

### **Assignments**

- ❖ Staff is hired for nine (9) weeks at a time (one session). Program positions include site leader, teacher, and program assistant. Exception: site leader position is hired for one program year, and site coordinators are hired for duration of grant.
- ❖ Staff positions are assigned based on staff qualifications, interest and availability, as well as program need. Staff not receiving a regular assignment will be placed on the substitute roster.
- ❖ Site Leaders/Coordinators will notify staff of work assignments. Scheduling/class changes may not be made without approval by the Central After School Program Office.
- ❖ Prior to the conclusion of each session, current high performing staff will be given the opportunity to complete a *Staff Interest Form* for consideration to work the following session. However, completing a *Staff Interest Form* does not guarantee employment.

### **2021-2022 TRAINING REQUIREMENTS**

**All staff – regular & substitute – must comply with the following training requirements.  
Training dates are provided below. Plan ahead & mark your calendar to attend.  
Failure to comply with requirements will result in forfeiture of your position.**

- ❖ Complete Children Interacting Afterschool Staff Orientation Training via Schoology prior to working for CIA.
- ❖ Obtain CPR (adult & child) with AED & First Aid certification – *must be completed within the session of being hired. (Please refer to orientation for details.)*

Training may be obtained from an outside source, and must consist of all components. Online trainings will not be accepted. *Associated costs will be the responsibility of the employee and will not be reimbursed by the CIA.*

**It is the staff person's responsibility to ensure training is complete.  
Proof of course completion for all training must be submitted to the Central CIA Office.**

### **Staff Meetings**

- ❖ There are occasions when CIA staff meetings will be required. On such occasions, staff will be notified with as much notice as possible. Staff meetings will be considered a work assignment and absences will be counted.
- ❖ The CIA Leadership Team will meet monthly, and members are expected to attend all meetings.

### **Staff Effectiveness Assessment**

- ❖ The CIA District Coordinators, Project Directors, Family Engagement Specialists, and campus CIA site leader/coordinator(s) will observe classes frequently to ensure all lessons and classes are meeting the expectations and goals of the CIA.
- ❖ The campus site leader/coordinator(s) will complete a minimum of one (1) Staff Effectiveness Assessment per session for returning staff in good standing. The reports will be submitted to the CIA District Coordinators. The site leader/coordinator will share the report with the staff person prior to submission.

- ❖ Staff Effectiveness Assessments are used to provide feedback to the staff person, ensure that lesson and teaching strategies are in line with CIA vision and goals, and when considering future employment with CIA.

### ***Unsatisfactory Work Performance***

- ❖ Unsatisfactory work will be documented as a “Warning of Unsatisfactory Job Performance.” These warnings will be written by the CIA District Coordinator or CIA site leader/coordinator for any of the following reasons, but may not adhering to rules contained within the CIA Staff Handbook.
- ❖ The first warning will place the employee on probation for 30 days. During these 30 days, if another incident occurs, a meeting between the employee, CIA District Coordinator and/or CIA site leader/coordinator will occur. This meeting will determine the status of the employee’s employment with Alief ISD CIA. The employee may be terminated if two (2) incidents occur within the 30 day probation period.
- ❖ Any incident involving any form of physical or verbal abuse toward a child or co-worker will result in immediate dismissal and may be reported to law enforcement authorities, as necessary.

### ***Children Interacting Afterschool Staff Expectations***

CIA staff members are expected to have a positive attitude at all times with the students, parents, co-workers, and school personnel. In addition, staff members are expected to put the students’ needs and safety first.

### ***Teamwork***

A successful program is not built by a program coordinator, but by the staff as a whole.

- ❖ All staff members should express their opinions in a positive way.
- ❖ If a conflict arises with another staff member, notify the campus site leader/coordinator and talk to the staff member about it. If the conflict cannot be resolved, the site leader/coordinator will contact the CIA District Coordinator and a meeting will be arranged to discuss the conflict.
- ❖ If a concern arises with a site leader/coordinator, contact the CIA District Coordinator.
- ❖ Problems cannot be resolved if they are not discussed with the correct people.

### ***Customer Service***

- ❖ Every student and parent is to be treated with the utmost respect at all times. They are our customers and the reason we are employed.
- ❖ Parents and students are to be positively greeted each day.
- ❖ Parents are encouraged and welcomed to visit CIA at any time during program hours.

### ***Dress Code***

For the purpose of establishing and maintaining a high standard of dress, staff members shall maintain dress and grooming standards that are appropriate for their assignments, and in accordance with the Alief ISD Staff Handbook Dress Code section located at [www.aliefisd.net](http://www.aliefisd.net), Staff Resources, Employee Handbook.



## **Attendance – Program Staff**

- ❖ **Commitment.** Upon accepting a position with CIA, each staff person is expected to fulfill the nine (9) week session he/she has been hired to work and provide instruction on the dates and times agreed upon.
  - If a staff person is unable to fulfill his/her commitment of employment with CIA, documentation will be placed in the staff file in the Alief ISD Central CIA Office.
  
- ❖ **Tardiness will not be tolerated.** Each staff member is expected to arrive at the site by the time of his/her scheduled work session. (It is recommended that staff members arrive 5 to 10 minutes prior to their work session to prepare supplies/materials for the class). *All work time should be spent instructing students.*
  - Do not make appointments or schedule staff meetings during the time you have committed to CIA. *\*\* It is recommended that you share your CIA responsibilities with your campus principal.*
  - If an emergency arises that prevents you from getting to work on time, you must notify the site leader/coordinator and talk to them directly. Do not leave a message and assume they have received it. That will result in an unauthorized tardy.
  - Two unauthorized tardies in a session will result in disciplinary action. Excessive tardies, authorized or unauthorized, will result in termination of employment.
  
- ❖ **Absence Policy**
  - Excessive absences – 2 or more per nine (9) week session will result in disciplinary action and/or dismissal.
  - It is the responsibility of the staff member to contact and secure an Alief ISD CIA approved substitute and provide the substitute with lesson plans. The staff member must also contact the site leader/coordinator as soon as possible to notify them of the absence and provide the approved substitute's name. If the above steps are not taken and the substitute does not arrive to cover your class(es), the staff member will be charged with an unexcused absence.

## **Attendance – Leadership Staff**

- ❖ **Full-time CIA staff**
  - Daily Sign in/out: Daily sign in and sign out through Raptor is required for all CIA personnel. Raptor reports are pulled and reviewed each month.
  - Unplanned absence – Call or text direct CIA supervisor (refer to leadership chart) no later than 7:30 AM the day of absence with job number and information of person who will cover the program. No emails please. Please also notify your campus administrator.
  - Planned absence - Inform direct CIA supervisor (refer to leadership chart) prior to absence. It is your responsibility to create a calendar request with your name indicating if it is full day or half day with job number, and information of person who will cover the program. Please also notify your campus administrator.
  - It is your responsibility to find a substitute who has completed all CIA requirements.

- Tardies -Notify CIA direct supervisor (refer to leadership chart) via call/text.

Failure to comply with these procedures will be reflected on your performance evaluation.

#### ❖ **Site Leaders**

- Planned and Unplanned Absences- call/text assigned site coordinator (refer to leadership chart) as soon as you know with the person information who will cover the program. It is your responsibility to find a substitute who has completed all CIA requirements.

### ***Children of Working Staff***

Any student who is not registered in the CIA program, may not participate. Staff should not bring their children to work unless they are registered.

### ***Child Abuse***

It is our obligation as a CIA provider to report any suspected child abuse to Child Protective Services. To report abuse, contact [www.txabusehotline.org](http://www.txabusehotline.org) and inform the campus site leader/coordinator.

### ***Cellular Devices***

- ❖ Personal cellular or ear devices are not allowed during CIA work hours. If there is a potential emergency, please inform the site leader/coordinator.

### ***Computers***

- ❖ Computers should only be used for curricula purposes.

### ***Student Rewards***

- ❖ Positive reinforcement is very important to help build student confidence and self-esteem. Staff is prohibited from providing food/beverages to students during CIA.
- ❖ Positive, non-food rewards may be shared with students, (i.e., pencils, folders, notebooks, certificates, erasers, etc.).
- ❖ CIA Reward Bucks will be available to staff to award students. Students will have the opportunity to spend the reward bucks at the CIA Reward Store.

### ***Staff / Student Ratio***

- ❖ The ideal staff to student ratio for in person classes in CIA is 1:15 (Cycle 10 – 1:22).
- ❖ Class sizes and staffing may fluctuate due to student enrollment and attendance.

### ***Class Breakdown/Procedures***

- ❖ Each employee is expected to arrive at the site **ready to begin instructing students by the time indicated on his/her schedule.**
- ❖ The employee must sign in at the campus CIA office, obtain the class attendance roster and 2 Way Radio. 2 Way Radios should be turned on and properly used to communicate during programming hours for the safety of all.
- ❖ The employee should have the classroom or meeting location set up prior to the students arriving. It is the employee's responsibility to arrive early to complete this task, if necessary. **Once the students arrive and class has begun, all attention should be on the students. The lesson should begin immediately.**

- ❖ The employee is responsible for escorting elementary aged students in the hallway at all times. Therefore, it is the employee's responsibility to meet his/her students in the designated campus rotation location.
- ❖ The employee is responsible for monitoring intermediate and middle school aged students. Therefore, it is the employee's responsibility to meet his/her students in the designated campus rotation location.
- ❖ Immediately upon arriving in the classroom, the employee must take accurate attendance. Attendance will be picked up or delivered to site leader/coordinator by a program assistant.
  - An "A" or "P" should be placed by the name of each student.
    - A – Absent
    - P – Present
  - If a student is present in your class, but is not included on the attendance roster, notify the site leader/coordinator. **For the safety of our students, each student must be accounted for at all times.**
- ❖ The employee should begin fun, engaging, hands-on activities related to the class topic. All staff should be engaged and participating in the lesson with the students.
- ❖ Approximately ten (10) minutes before the call for dismissal, employees and students should complete activities for the day and begin cleaning the classroom. **This includes putting away all materials, throwing away all trash, and stacking chairs, if necessary.** Additional site requirements may be expected and discussed, depending on specific campus expectations. The classroom/meeting area should be left cleaner than when the class started. We are using "borrowed" rooms, and we must respect that space
- ❖ At the time of dismissal, staff should walk their students to the designated campus dismissal area and assist with class transition or program dismissal.
- ❖ After students have been transitioned or dismissed, the employee must sign out in the campus CIA office.

### ***Playground/Outdoor Activity Safety***

- ❖ When activities are conducted outside, expectations should be set ahead of time.
- ❖ For safety purposes:
  - School building doors **must not be propped open.**
  - Staff must have a **two-way radio**. It should be turned on and properly used.
  - Students **may not return to the building** unless escorted by a staff person.
    - ❖ It is suggested that the class take a group restroom break before going outside.
- ❖ All staff members are expected to be engaged and participating with the students. Staff should not be standing around and visiting with other employees.

### ***Curriculum***

Out-of-school time provides a great opportunity to deliver innovative and engaging activities to students and their families that expand on the school day. Activities or programs are balanced across the four core components: Academic Assistance, Enrichment, Family and Community Engagement Services, and College and Workforce Readiness.

All lesson plans include:

- ❖ Goals and objectives along with the Four Core Component
  - Academic Assistance, Enrichment, Family and Community Engagement Services, and College and Workforce Readiness.
- ❖ National and state standards Texas Essential Knowledge and Skills (TEKS)
- ❖ Engaged learning strategies
- ❖ School day and family connections
- ❖ Activity reflections from out-of-school time staff and participants
  
- ❖ CIA curriculum should be highly engaging, fun, hands-on, disguised learning.
  
- ❖ Curriculum kits will be provided for many courses. If a curriculum kit is provided, this information will be included in the session schedule. If provided a curriculum kit, staff is required to use the kit. The kit will include all necessary resources.
  - The kit will be checked out to the teacher.
  - The teacher will be responsible for picking up the kit from the Central CIA Office or Site Coordinator/Leader (available pick up times will be sent via e-mail).
  - At the conclusion of the session, the teacher will be responsible for the inventory of the kit and returning it to the Central CIA Office or Site Coordinator/Leader
  
- ❖ All lesson plans and curriculum must be readily available and visible (posted) during program hours.

### ***Supplies (Does not apply to contractors/vendors)***

- ❖ CIA will provide necessary supplies (within reason) to carry out lessons in the CIA.
  
- ❖ The campus CIA program will have a limited store of general supplies. It is the teacher's responsibility to request all supplies from the site leader/coordinator ahead of time by completing a Supply Request Form.
  
- ❖ **Supply requests require planning.** Lack of supplies is not justification for not providing fun, hands-on, highly engaging lessons.
  
- ❖ **Requests must be submitted a minimum of three weeks in advance.** Central CIA staff will make every effort to fill requests by the date needed. However, there may be times when this is not possible. In such cases, the staff person will be notified ahead of time so he/she may plan an alternate lesson.
  
- ❖ To request supplies:
  - Submit a Supply Request at least three weeks in advance.
  - The request should be thorough and include all requested information.
  
- ❖ All property checked out to staff for use and supplies purchased are the property of the Alief ISD CIA and should be used for services provided within the program. All resources are the responsibility of the staff person the items were checked out to and must be returned to the Central CIA Office by the deadline provided. If the resources are not returned by the deadline, the staff person to whom the resources were checked out to will be held financially responsible.

### ***Movies***

- ❖ Due to copyright policy, movies may not be shown during CIA.

### ***Cultural Events***

To encourage the participation of all Alief ISD students, all holiday events shall be inclusive of all appropriate celebrations.

### ***Use of Student Images/Voice Recordings/Etc.***

- ❖ Please check the student's registration card for parent approval. Unauthorized use of CIA student images/voice recordings/etc. is prohibited.

### ***Payroll Procedures***

Each employee will clock in and clock out using a timesheet at the campus CIA. It is the employee's responsibility to do so before and after each day of work in CIA. It is also the employee's responsibility to complete all requested information at the top of the timesheet for each pay period. Timesheets should not be removed from the campus Payroll Binder.

- ❖ Employees should not clock in before their scheduled work time and times should be recorded on the quarter hour (ex: :00, :15, :30, :45). Do not clock out after your scheduled time ends unless you have been asked to by the site leader/coordinator to help with additional duties.
  - Employees who arrive after their shift has begun, should clock in according to the time they arrive. Ex., arrive at 4:23 p.m. – clock in at 4:30 p.m.
    - Upon review, timesheets may be adjusted by central CIA office staff.
- ❖ Substitutes must write the name of the staff person whom they are substituting for directly next to the time clocked.
- ❖ Site leader/coordinators will submit timesheets to the CIA District Coordinator for processing.
- ❖ If the employee is a full-time Alief ISD employee, earnings will be included with the employee's regular paycheck. If the employee is a part-time employee (CIA only), the employee's check will be direct deposited into their account.

## **SECTION III: Children Interacting Afterschool Contractor Policies & Procedures**

### ***CIA Contractor Expectations***

CIA contractors are expected to arrive at the program on time and have a positive attitude at all times with children, parents, co-workers, and school personnel.

- ❖ **Tardiness.** Each contractor is expected to arrive at the site by the time indicated on the approved contract. If additional time is needed to prepare supplies/materials for the class, it is the contractor's responsibility to arrive at the site ahead of time. *All contracted time should be spent instructing students.*
- ❖ **Absence.** Each contractor is expected to provide programming on the dates and times indicated on the contract. If the primary class instructor is not able to attend class, it is the contractor's responsibility to find a suitable, Alief ISD approved substitute.
  - If an emergency arises that would prevent the contractor from getting to the site on time (or at all), the contractor must notify Central After School Program Office at 281-988-3111 or 281-734-2354 and talk to someone directly. Do not leave a message and assume it has been received. This will be an unauthorized tardy/absence.
  - Two tardies (authorized or unauthorized) or two absences (authorized or unauthorized) in a contract period will result in cancellation of the contract.
  - Arriving more than 15 minutes late for the program (regardless of whether or not a call was placed to the District Coordinator of After School Programs), will result in forfeit of pay for the session.

- ❖ **Background Checks.** For the safety of our students, all hired candidates must complete and pass a Criminal History Background Check by the Alief ISD Department of Human Resources prior to beginning employment with the CIA. *This process can take three weeks or more to complete.*
- ❖ **Signing In/Out.** Contractors must sign in and sign out with the appropriate CIA personnel at campus. Signing in and signing out is required for safety purposes, as well as reimbursement. Sign in sheets will be cross-referenced with monthly invoices and reimbursement may not be made if the sign in sheet does not indicate attendance.
- ❖ **Space Usage.** Contractors are responsible for cleaning the designated school space provided for their activity.
- ❖ **Activities.** Contractors are responsible for providing all necessary curriculum, supplies, and equipment unless otherwise noted in the approved contract.
- ❖ **Student Safety.** Contractors are responsible for escorting the students participating in their class. Students should always be escorted in the hallways, including to and from the class to dismissal.

### ***Sign In & Sign Out Procedures***

- ❖ All contractors are required to sign in and sign out with CIA site leader/coordinator.
- ❖ Sign in sheets will be turned in to the CIA District Coordinator at each payroll submission and will be compared to monthly invoices. Conflicting sign in and invoice charges may result in forfeiture of pay or late payment.

### ***Billing Procedures***

- ❖ Service fees will be paid on a monthly basis, beginning on the first month after the services have been rendered.
- ❖ It is the contractor's responsibility to submit a monthly invoice on the last business day of each month (excluding May; submit on the last day of the contract unless otherwise notified). The invoice will include the business name, logo, and address; campus to which the services are billed; title of the class; dates the services were rendered; amount due per class; and total invoice amount.
- ❖ Monthly invoices should be submitted to the Central CIA Office in the Alief ISD Support Facility. Invoices must be submitted by e-mail to [reyna.salazar@aliefisd.net](mailto:reyna.salazar@aliefisd.net) and [tameka.abernathy@aliefisd.net](mailto:tameka.abernathy@aliefisd.net)
- ❖ Invoices will not be processed until final monthly services are rendered. Payment will be issued within 30 working days after submission of the invoice.

### ***Unsatisfactory Work Performance***

- ❖ Unsatisfactory work will be documented as a Warning of Unsatisfactory Job Performance. These warnings will be written by the CIA District Coordinator or the CIA site leader/coordinator for not adhering to rules contained within the CIA Staff Handbook, Section III.
- ❖ The Contractor is responsible for the conduct and work performance of his/her employee(s).
- ❖ If an employee of the contractor receives a Warning of Unsatisfactory Job Performance, the contractor will be notified in writing.

- ❖ The first warning will place the contractor on probation for 30 days. During these 30 days, if another incident occurs, a meeting between the contractor and the CIA District Coordinator will occur. This meeting will determine the status of the contractor's written agreement contract with Alief ISD. The contractor may be terminated if two (2) incidents occur within the 30 day probation period.
- ❖ Any incident involving any form of physical or verbal abuse toward a child or co-worker will result in immediate dismissal and cancellation of all of the affected contractor's contracts, and may be reported to law enforcement authorities, as necessary.



# Alief CIA Programs



## **ESSER:**

Alexander Elementary  
Boone Elementary  
Cummings Elementary  
Heflin Elementary  
Kennedy Elementary  
Liestman Elementary  
Mahanay Elementary  
Martin Elementary  
Miller Intermediate  
Albright Middle

## **21<sup>st</sup> CCLG/ ACE** **Cycle 10**

Chambers Elementary  
Chancellor Elementary  
Horn Elementary  
Klentsman Intermediate  
Owens Intermediate  
Holub Middle School  
Olle Middle School

## **21<sup>st</sup> CCLC/ ACE** **Cycle 11**

Best Elementary  
Collins Elementary  
Hearne Elementary  
Landis Elementary  
Smith Elementary  
Youens Elementary  
Budewig Intermediate  
O'Donnell Middle  
Alief Middle  
Killough Middle

