



Independent School District

EMPLOYEE HANDBOOK  
2021-2022

If you have difficulty accessing the information in this document because of a disability, please contact the district webmaster.

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## Employee Handbook Receipt

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Alief ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees may access the handbook online at [www.aliefisd.net](http://www.aliefisd.net).

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head and Human Resources of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

I verify that I have received Alief ISD Employee Handbook Training.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your immediate supervisor.

## Introduction

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The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the **Assistant Superintendent of Human Resources, Alief ISD**.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at [www.aliefisd.net](http://www.aliefisd.net) > Superintendent & Board > Board of Trustees > Board Policy Online.

## District Information

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### Description of the District

Originally farm and dairy land settled in the late 1800s, Alief (named for the community's first postmistress) officially became an independent school district in 1917. Today's urban Alief ISD encompasses 36.6 square miles in southwest Harris County, mostly within the Houston city limits. District boundaries are Westheimer Road on the north, a jagged line from Gessner Drive south to Roark Road on the east, and the Fort Bend County border to the south and west. We have an ethnically diverse student population of about 46,000 students. Our motto of "Preparing Students for Tomorrow....Caring for Them Today" is more than just a slogan--it is the district philosophy.

### District Map

District Maps can be accessed online at [www.aliefisd.net](http://www.aliefisd.net) > Home > About Alief ISD > Attendance Zones and Boundary Maps.

### Mission Statement, Goals, and Objectives

#### *Policy AE*

Believing the best philosophy of education is expressed by objectives that can be evaluated and communicated; the District dedicates itself to the concept that each individual is a unique personality capable of developing spiritual and moral values. It is further believed that each individual is capable of experiencing success and acquiring enthusiasm in the following areas:

1. Intellectual – the ability to think and act logically and constructively and to reason independently
2. Societal – a belief in the dignity and worth of each person, an understanding of the common needs of all peoples, and an appreciation of American citizenship with its individual freedoms and responsibilities
3. Economic and occupational competence – training that is broad in scope yet flexible in content
4. Physical – progress in health and environment, and an understanding of appropriate uses of time

Therefore, District philosophy is a belief that excellence in education is best achieved by maintaining high standards for discipline, by providing staff, faculty, and facilities of the highest quality, and by providing proper testing and counseling that will allow the individual to make the decisions that will affect his or her life.

## **Board of Trustees**

*Policies BA, BB series, BD series, and BE series*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected every two years and serve four year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Ann Williams, President
- Dr. Darlene Breaux, Vice President
- Dr. Lily Truong, Secretary
- Jennifer Key, Assistant Secretary
- Rick Moreno, Member
- Natasha Butler, Member
- G. "John" Nguyen, Member

The board usually meets on the first and third Tuesday of each month at the Alief ISD Administration Building Board Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

**Administration**

Superintendent.....	H. D. Chambers
Deputy Superintendent of Instruction .....	Avalyn Montgomery
Deputy Superintendent of Administrative Services.....	Charles Woods
Assistant Superintendent of Human Resources.....	Dr. Elizabeth Veloz-Powell
Assistant Superintendent of Instruction.....	Dr. Rayyan Amine
Assistant Superintendent of Finance.....	Deanna Wentz
Assistant Superintendent of Support Services.....	Hilda Rodriguez
Area Superintendent - Area A.....	Patrick Cherry
Area Superintendent - Area B.....	Dr. Cecilia Crear
Area Superintendent - Area C.....	Nancy Trent
Executive Director of Curriculum and Instruction.....	Kathy Jahn
Executive Director of Human Resources.....	Darrell Alexander
Controller.....	Shannon Rohlfig
Director of Advanced Academic.....	Monica Baines
Director of Athletics.....	Scott Moehlig
Director of Career and Technical Education.....	Jennifer Baker
Director of Career and Technical Education.....	Kimberly Crow
Director of Construction & Facilities.....	Glenn Jarrett
Director of Continuous School Improvement.....	Colleen Brown
Director of Curriculum and Instruction.....	Joni Maniatis
Director of Desktop Computing and Network Services.....	Wally Rakestraw
Director of Federal Programs and Grants.....	Dr. Leticia Guzman
Director of Fine Arts.....	Renferd Joseph
Director of Guidance and Counseling.....	Dr. Alvia M Baldwin
Director of Human Resources.....	Dr. Tangela Hughes-Beston
Director of Human Resources.....	Shawn Williams
Director of Human Resources.....	Stacy Frenchwood
Director of Instructional Technology.....	Pam Lowe
Director of Maintenance & Operations.....	Jeff DeLisle
Director of Management Information Systems.....	Al Reaves
Director of Nutrition Services.....	Heather Hayes-Ramirez
Director of Procurement & Distribution.....	Adam Tabor
Director of Professional Growth and Improvement.....	Janine Hoke
Director of Public Relations.....	Kimberly Smith
Director of Risk Management.....	Katina Gordon
Director of Special Education.....	Nicole Roberts
Director of Second Language Education.....	Patricia Cantu
Director of Student Management Services.....	Dr. Jacquelyn Armwood
Director of Transportation.....	Richard Torres
Manager of Communication Services.....	Gerard Tafallo
Police Chief.....	Dan Turner
Tax Assessor/Collector.....	Jamie Matelske

## School Calendar

The District calendar can be accessed online at [www.aliefisd.net](http://www.aliefisd.net) by clicking on the calendar icon.

## Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Federal Lunch Program	281-988-3388
Human Resources	281-988-3456
Nutrition Services	281-988-3420
Police Department	281-498-3542
Purchasing Department	281-988-3188
Special Education	281-988-3228
Warehouse	281-988-3300

### Human Resources Specialists

The HR Records Specialist is the primary contact person for a new employee as well as current employees. The records specialist can answer employees' questions related to compensation, service records, and personnel records. The records specialists work with specific campuses and departments according to the chart as follows:

Records Specialists		
Julian Alexander	Petrina Andrews	Kathy Cole
281-498-8110, ext. 29161	281-498-8110, ext. 29160	281-498-8110, ext. 29159
<b>Campuses/Programs</b> Albright Middle School Best Elementary Boone elementary Chambers Elementary Day Care (Wee Care) Hastings High School Hastings NGC Horn Elementary Kerr High School Klentzman Intermediate Liestman Elementary Olle Middle School Smith Elementary Sneed Elementary Youngblood Intermediate SOAR/LINC <b>Departments</b> Business/Finance Mailroom MIS/Technology Services Police/Crossing Guards Special Services Superintendent's Office Tax Office Transportation	<b>Campuses/Programs</b> ALC Alief Middle School Budewig Intermediate Bush Elementary Chancellor Elementary Crossroads Cummings Elementary Hearne Elementary Heflin Elementary Landis Elementary Martin Elementary O'Donnell Middle School Outley Elementary Owens Intermediate Taylor High School Youens Elementary <b>Departments</b> Athletics Central Distribution Custodial Maintenance Print Shop Pupil Personnel Services Purchasing	<b>Campuses/Programs</b> Alexander Elementary Alief Early College HS Center for Advanced Careers Collins Elementary Elsik High School Elsik NGC Hicks Elementary Holmquist Elementary Holub Middle School Kennedy Elementary Killough Middle School Mahanay Elementary Mata Intermediate Miller Intermediate Petrosky Elementary Rees Elementary <b>Departments</b> Communications Family Engagement Human Resources Nutrition Risk Management Instruction/Curriculum

### Human Resources Attendance and Substitute Specialists

HR Attendance and Substitute Specialists are assigned to campuses and departments similarly.

Attendance and Substitute Specialists		
Beulah Aviles	Pam Hortenstine	Cinthya Barrios
281-498-8110, ext. 29155	281-498-8110, ext. 29156	281-498-8110, ext. 29154

**School Directory**  
**(All Addresses are Houston, TX)**

<p><b>Alexander Elementary</b>  Principal, Kathleen DiFelice  8500 Brookwulf, 77072  Ph: 281-983-8300</p>	<p><b>Liestman Elementary</b>  Principal, Noe Galindo  7610 Synott, 77083  Ph: 281-983-8348</p>	<p><b>Albright Middle</b>  Principal, Lori Wyatt  6315 Winkleman, 77083  Ph: 281-983-8411</p>
<p><b>Best Elementary</b>  Principal, Renee Canales  10000 Centre Parkway, 77036  Ph: 713-988-6445</p>	<p><b>Mahanay Elementary</b>  Principal, Carmilla Nandlal  13215 High Star, 77083  Ph: 281-983-8355</p>	<p><b>Alief Middle</b>  Principal, David Lopez  4415 Cook Road, 77072  Ph: 281-983-8422</p>
<p><b>Boone Elementary</b>  Principal, Paul Baez  11400 Bissonnet, 77099  Ph: 281-983-8308</p>	<p><b>Martin Elementary</b>  Principal, Dr. Ting-Ling Sha  11718 Hendon, 77072  Ph: 281-983-8363</p>	<p><b>Holub Middle</b>  Principal, Pauline Beckley  9515 S. Dairy Ashford, 77099  Ph: 281-983-8433</p>
<p><b>Bush Elementary</b>  Principal, Gloria Price  9730 Stroud, 77036  Ph: 713-272-3220</p>	<p><b>Outley Elementary</b>  Principal, Dr. Sharonda Newby  12355 Richmond, 77082  Ph: 281-584-0655</p>	<p><b>Killough Middle</b>  Principal, Bert Bilton  7600 Synott, 77083  Ph: 281-983-8444</p>
<p><b>Chambers Elementary</b>  Principal, Jannae Jernberg  10700 Carvel, 77072  Ph: 281-983-8313</p>	<p><b>Petrosky Elementary</b>  Principal, Bernadette Bentley  6703 Winkleman, 77083  Ph: 281-983-8366</p>	<p><b>O'Donnell Middle</b>  Principal, Amador Velasquez  14041 Alief Clodine, 77082  Ph: 281-495-6000</p>
<p><b>Chancellor Elementary</b>  Principal, Lisa Saarie  4350 Boone Road, 77072  Ph: 281-983-8318</p>	<p><b>Rees Elementary</b>  Principal, Mireya Lara  16305 Kensley, 77082  Ph 281-531-1444</p>	<p><b>Olle Middle</b>  Principal, Matthew Skiles  9200 Boone Road, 77099  Ph: 281-983-8455</p>
<p><b>Collins Elementary</b>  Principal, Dr. Courtney Marshall  9829 Town Park Dr., 77036  Ph: 713-272-3250</p>	<p><b>Smith Elementary</b>  Principal, Jennifer Silva  11300 Stancliff, 77099  Ph: 281-983-8380</p>	<p><b>Alief Learning Center</b>  Principal, Mindy Robertson  4427 Belle Park, 77072  Ph: 281-983-8000</p>
<p><b>Cummings Elementary</b>  Principal, Jeanette Byrd  10455 S. Kirkwood, 77099  Ph: 281-983-8328</p>	<p><b>Sneed Elementary</b>  Principal, Kristen Creeggan  9855 Pagewood, 77042  Ph: 713-789-6979</p>	<p><b>Crossroads</b>  Principal, Tremayne Wickliffe  12360 Bear Ram Road, 77072  Ph: 281-988-3266</p>
<p><b>Hearne Elementary</b>  Principal, Johanna Sanchez  13939 Rio Bonito, 77083  Ph: 281-983-8333</p>	<p><b>Youens Elementary</b>  Principal, Dr. Tessia Brixey  12141 High Star 77072  Ph: 281-983-8383</p>	<p><b>SOAR/LINC ( Elsik Annex)</b>  Program Director,  Dr. Kathleen Jameson  12501 High Star Dr., 77072  Ph. 281-988-3499</p>

<b>Heflin Elementary</b> Principal, Robin Human 3303 Synott, 77082 Ph: 281-531-1144	<b>Budewig Intermediate</b> Principal, Heather Turner 12570 Richmond Ave., 77082 Ph: 281-988-3200	<b>Elsik NGC</b> Principal, Gina Sprang 6767 S. Dairy Ashford, 77072 Ph: 281-988-3239
<b>Hicks Elementary</b> Principal, Mary Kessler 8520 Hemlock Hill Dr., 77083 Ph: 281-983-8040	<b>Klentzman Intermediate</b> Principal, Amelia Tukes 11100 Stancliff, 77099 Ph: 281-983-8477	<b>Elsik High</b> Principal, Tina Elzy 12601 High Star, 77072 Ph: 281-498-8110, Ext 3161
<b>Holmquist Elementary</b> Principal, Kimberly Toney 15040 Westpark Dr., 77082 Ph: 281-988-3024	<b>Mata Intermediate</b> Principal, Amy Coleman 9225 S. Dairy Ashford, 77099 Ph: 281-983-7800	<b>Hastings NGC</b> Principal, Dr. William Price 6750 Cook Rd., 77072 Ph: 281-988-3139
<b>Horn Elementary</b> Principal, Mary Starling 10734 Bissonnet, 77099 Ph: 281-988-3223	<b>Miller Intermediate</b> Principal, Seymour Stewart 15025 Westpark, 77082 Ph: 281-531-3430	<b>Hastings High</b> Principal, Lynette Miller 4410 Cook Road, 77072 Ph: 281-498-8110, Ext 2910
<b>Kennedy Elementary</b> Principal, Sara Caldwell 10200 Huntington Place, 77099 Ph: 281-983-8338	<b>Owens Intermediate</b> Principal, Dr. Lorena Augustus 6900 Turtlewood Dr., 77072 Ph: 281-983-8466	<b>Kerr High</b> Principal, Vinson Lewis 8150 Howell Sugar Land 77083 Ph: 281-983-8484
<b>Landis Elementary</b> Principal, Kelli Upshaw 10255 Spice Lane, 77072 Ph: 281-983-8343	<b>Youngblood Intermediate</b> Principal, Gwen Sandles 8410 Dairy View Lane, 77072 Ph: 281-983-8020	<b>Taylor High</b> Principal, Mary Williams 7555 Howell Sugar Land, 77083 Ph: 281-988-3500
<b>Alief Early College High School</b> Principal, Brandi Brotherton 2811 Hayes Rd. #T1, 77082 Ph: 281-988-3010	<b>Center for Advanced Careers</b> Dean, Samson Kim 12160 Richmond Ave, 77082 Ph: 281-988-3550	

## Employment

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### **Equal Employment Opportunity**

*Policies DAA, DIA*

Alief ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex (including pregnancy), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Executive Director of Human Resources, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Media South, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

### **Job Vacancy Announcements**

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

### **Employment after Retirement**

*Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

### **Contract and Noncontract Employment**

*Policy DC series*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under

probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contracts. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term and Continuing Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Teachers employed before and including the 2004-2005 school year may be employed by continuing contract. Teachers employed after the 2004-2005 school year are employed by term or probationary contracts. Campus principals and central office administrators are employed under one year term contracts after completion of the one year probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

## **Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit

documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the **HR Certification Specialist** in a timely manner.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the **HR Certification Specialist** if you have any questions regarding certification or licensure requirements.

### **Recertification of Employment Authorization**

*Policy DC*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the HR Records Specialist if you have any questions regarding reverification of employment authorization.

### **Searches and Alcohol and Drug Testing**

*Policy CQ, DHE*

Noninvestigatory 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. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology, lockers, and private vehicles parked on district premises or work sites or used in district business.

**Employees Required to Have a Commercial Driver's License.** Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the **Director of Transportation**.

### **Health Safety Training**

*Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the appropriate supervisor.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder aware-ness, recognition, and related first aid.

### **Reassignments and Transfers**

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the date determined by the Human Resources Department. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

### **Attendance - Staff**

Staff members are expected to begin assigned duties on time in the appropriate location(s). In the event of an absence, the staff member must notify the principal and the substitute call line as far in advance of the absence as possible. Campus staff members are also required to comply with the Attendance Requirements described in this handbook. Regular and reliable attendance is an essential function of every employee's job, and is a basic District expectation. Employees whose absences become excessive may be subject to disciplinary action, up to and including termination of employment. Teachers cannot cover another teacher's class/absence without prior administrative approval.

### **Workload and Work Schedules**

*Policies DEAB, DK, DL*

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. These planning/preparation periods are not "off periods" and are part of the scheduled workday.

**Duty Free Lunch.** Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available. In compliance with the Texas Education Code, all teachers will be granted a 30-minute lunch period free of all duties and responsibilities. Only in the case of personnel shortage, extreme economic conditions, or unavoidable/unforeseen circumstances may a teacher be required to supervise students during the lunch period. Even under these circumstances, the teacher may not be required to supervise students during the lunch period more than one day in any school week.

Should a teacher/staff member wish to leave the building during the duty-free lunch period, the teacher/staff member should sign out as he/she leaves the building and sign in upon return, according to the campus sign in/out procedures. This daily 30 minute period may not be traded with, or sold to, another staff member.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See the section on *Overtime Compensation* for additional information.

### **Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

### **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources Department.

## **Outside Employment and Tutoring**

### *Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest with their assigned duties and responsibilities or the best interest of the district.

### **Tutorials – Private**

Teachers may tutor students on a private basis. However, if there is a fee or charge attached to the tutorial services, the following procedures must be followed:

- Disclose in writing to his/her immediate supervisor any private tutoring of District students for pay.
- Pay a yearly \$25.00 Building Use Fee to Alief ISD if tutoring in a district facility; send payment to Business Services, Administration Building.
- Provide tutorial services only in subjects or content areas that will benefit a student mastering TEKS objectives.
- Provide services only to students NOT currently enrolled in any of the teacher's classes.

## **Performance Evaluation**

### *Policy DN series*

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. Employees must receive a satisfactory performance evaluation to be eligible for board approved raises (see *Compensation and Benefits* section in the handbook, or DEA LOCAL policy.)

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

### **Appraisals – Teachers**

District Policy DNA (LOCAL) requires the evaluation of teachers on an annual basis in accordance with the Texas Teacher Evaluation and Support System (T-TESS). However, district teachers who meet the criteria listed below shall be eligible for a less-than-annual appraisal as permitted by law and policy (Chapter 150. Commissioner’s Rules Concerning Educator Appraisal, DNA LOCAL). A teacher who meets the required criteria must agree in writing to be appraised on a less-than-annual basis.

**Teachers evaluated on an annual basis:**

1. Teachers who have completed less than three years of service in the district.
2. Teachers serving on a Probationary Contract.
3. Teachers who scored less than “Proficient” on nine of the sixteen dimensions and did not identify any area of deficiency, defined as a rating of Improvement Needed or its equivalent, on any of the sixteen dimensions.
4. Teachers who scored “Developing” in the same dimension for three consecutive years.
5. Teachers who are not SBEC certified or not teaching in his/her area of certification.

**Teachers who meet the following eligibility criteria will not be formally evaluated for two years:**

1. Teachers who have completed between three and ten years in the district.
2. Teachers who serve under a Term or Continuing Contract.
3. Teachers who scored “Proficient” on nine of the sixteen dimensions and did not identify any area of deficiency, defined as a rating of Improvement Needed or its equivalent, on any of the sixteen dimensions.
4. Teachers who have not scored “Developing” in the same dimension for three consecutive years.
5. Teachers who are SBEC certified and teaching in his/her area of certification.

**Teachers who meet the following eligibility criteria will not be formally evaluated for three years:**

1. Teachers who have completed eleven or more years in the district.
2. Teachers who serve under a Term or Continuing Contract.
3. Teachers who scored “Proficient” on nine of the sixteen dimensions and did not identify any area of deficiency, defined as a rating of Improvement Needed or its equivalent, on any of the sixteen dimensions.
4. Teachers who have not scored “Developing” in the same dimension for three consecutive years.
5. Teachers who are SBEC certified and teaching in his/her area of certification.

**Returning teacher to the annual T TESS cycle:**

1. The appraiser may return a teacher to the annual TTESS cycle any time a deficiency is noted in any area.
2. Appraisers will complete the *Notification of Evaluation Status-Return to an Annual T TESS Evaluation* form and provide a copy to the appropriate Human Resources Director and to the teacher.

3. Once placed on the annual evaluation cycle, the teacher must achieve a minimum of “proficient” in nine of the sixteen dimensions with no identified areas of deficiency, defined as a rating of Improvement Needed or its equivalent, to be eligible to return to the less-than-annual evaluation cycle.
4. During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

### **Appraiser Responsibilities:**

In a year in which a teacher does not receive a full appraisal due to meeting the requirements identified in this subsection, the appraiser shall (a) approve the teacher’s Goal-Setting and Professional Development Plan, (b) conduct a minimum of two (2) “walk-throughs”, (c) complete a Less than Annual evaluation, and (d) complete a modified end of year conference.

### **Employee Involvement**

*Policies BQA, BQB*

At both the campus and district levels, Alief ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district’s planning and decision-making process, employees are elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Communications Department.

### **Staff Development**

*Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

### **Required Professional Development for Campus Based Employees**

All campus based professionals (excluding administrators) and paraprofessionals are paid for two (2) or more days than are on the work calendar. The school calendar reflects 185 work days, a combination of student instructional days and professional development/staff workdays. To meet the 187 days required by contract or work calendar, professional staff must acquire fourteen (14) hours of approved staff development outside of school hours. Professional

development taken outside of the district to fulfill this requirement must be pre-approved by the campus principal and must be related to the employee's job duties.

An employee's failure to attend all hours of staff development will result in a reduction of salary at the regular daily rate of pay, and may result in additional disciplinary action up to and including termination.

**New Teachers.** New teachers must earn a total of 35 professional development hours per year for the first three years in the district that are prescribed on each year's degree plan. Failure to attend will result in reduction of pay. Such staff development will be offered by the District. Employees are prohibited from using personal leave days to fulfill this requirement. Employee agrees that Employee's failure to attend all hours of staff development will result in a reduction of salary based on Employee's daily rate of pay, calculated based on a 190 day rate, and may result in additional disciplinary action up to and including termination.

Paraprofessionals can earn professional development credit or compensatory time to fulfill their 14 hour requirement.

The deadline dates for completing the professional development requirement may be found on the Professional Development webpage.

Campus administrators are responsible for providing additional training on such topics as the Discipline Management Plan, Hazardous Materials Act, student testing programs, Campus Action Plans, child abuse/suicide, HIV/AIDS, Section 504 of the Rehabilitation Act of 1973, dyslexia and special education procedures and guidelines.

### **Staff Meetings**

General staff meetings are scheduled during the school year as needed. The agenda may include organizational and professional growth topics.

The building administrator and staff will determine days per month on which these meetings may be scheduled, and employees will be expected to remain on duty until the end of the meeting on those days. Typically, administrators will try to limit after school meetings to 60-75 minutes. By designating certain days for staff meetings, employees can plan other after-school events without the possibility of them conflicting with a previously unanticipated staff meeting. If no meeting is held on these selected days, regular dismissal time will apply. Emergencies which may prevent an employee from attending a staff meeting should be discussed with the principal.

### **Occupancy Permits**

City regulations require that all staff members know the location in the building of the occupancy permit. Check with the office staff for the location of your building's occupancy permit (generally in the office workroom).

## Compensation and Benefits

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### Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact their Human Resources Record Specialist (*see page 10*) for more information about the district's pay schedules or their own pay. Disputes regarding compensation should be addressed to the **Assistant Superintendent of Human Resources**.

### Pay Increase Eligibility

*Policy DEA*

To be eligible for any Board-approved salary or wage increase, an employee must receive a satisfactory evaluation.

An employee evaluated with the Texas Teacher Evaluation and Support System (T-TESS) or the Texas Principal Evaluation and Support System (T-PESS) shall be eligible for any Board-approved salary or wage increase unless he or she meets one of the following:

1. The employee scores "improvement needed/needs improvement" in any dimension or indicator and fails to remediate the deficiency by the end of the contract year or duty calendar; or
2. The employee scores "developing" in the same dimension or indicator for three consecutive years.

An employee evaluated with a locally developed appraisal system shall be eligible for any Board-approved salary or wage increase unless he or she meets one of the following:

1. The employee scores below “proficient/satisfactory” in 20 percent or more of the categories or areas and fails to remediate any deficiencies by the end of the contract year or duty calendar; or
2. The employee scores at the lowest level in one category or area and fails to remediate any deficiencies by the end of the contract year or duty calendar.

Any employee who is under suspension or on administrative leave at the end of the contract year or duty calendar shall not be eligible for the Board-approved pay increase for that year, pending conclusion of the investigation. (see policy DEA LOCAL).

### Paychecks

All employees are paid bi-monthly. Professional and salaried employees working a full school year receive their annual salary in 24 equal payments on the 15<sup>th</sup> and last workday of each month. Hourly employees are paid according to the hours worked as reported on their time sheets submitted by their respective departments. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization.

Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

### Pay Dates

The schedule of pay dates for the school year follows:

2021	2022
Monday, June 15	Friday, January 14
Tuesday, June 30	Friday, January 31
Wednesday, July 15	Friday, February 15
Thursday, July 30	Friday, February 28
Friday, August 13	Friday, March 11
Monday, August 31	Wednesday, March 31
Tuesday, September 15	Thursday, April 14
Wednesday, September 30	Friday, April 29
Thursday, October 15	Friday, May 13
Friday, October 29	Friday, May 31
Friday, November 15	Tuesday, June 15
Monday, November 30	Wednesday, June 30
Tuesday, December 15	Thursday, July 14
Friday, December 17	Friday, July 28

	Friday, August 15
	Tuesday, August 31

## Pay Cycles

The numbers of days in an employee’s assignment determines the first and last pay date for a particular school year. Human Resources guidelines place employees into a pay cycle depending on the number of days for their position. Each pay cycle has a total of 24 pay dates. The table below shows the first and last pay dates based on days worked.

No. of Days for Position	First Check	Last Check
187 – 189*	August 31	August 15
190 – 219	August 15	July 31
220 - 234	July 31	July 15
235 – 260	July 15	June 30

Athletic coaches receive the first check for the school year on August 15 and the last check for the school year on July 31.

## Automatic Payroll Deposit

Employee paychecks are electronically deposited into a designated account or employees are issue a paycard. A notification period of 30 days is necessary to activate this service. Contact the Risk Management Department at extension 29150 for more information about payroll options.

## Payroll Deductions

*Policy CFEA*

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child Support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues or fees to TSTA, AFT, ATPE, TIVA, YMCA, Texas Municipal Police, and the Alief

Education Foundation. The district may charge an administrative fee for making the deduction which shall not exceed the actual administrative cost or the lowest fee the District charges for similar salary deductions, whichever is less. Salary deductions are automatically made for unauthorized or unpaid leave.

### **Overtime Compensation**

*Policies DEAB, DEC*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00 AM Saturday and ends at 11:59 PM on Friday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a work week) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

### **Travel Expense Reimbursement**

*Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and their respective central office administrator must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be

reimbursed for allowable expenses other than mileage with a travel and expense voucher within 10 days of the last day of the trip. Travel guidelines and reimbursement procedures can be obtained by contacting the district's Business Services office.

## **Health, Dental, and Life Insurance**

### *Policy CRD*

Group health insurance coverage and supplemental insurance benefits are available through the Risk Management Department. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are available at [www.aliefisd.net/benefits](http://www.aliefisd.net/benefits).

Alief ISD health plans are "grandfathered health plans" under the Patient Protection and Affordable Care Act. Grandfathered health plans can preserve certain basic health coverage already in effect when the law was enacted.

The health insurance plan year is from January 1 of each year through December 31. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage during the open enrollment period each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Employees should contact Risk Management for more information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for Dental, vision, supplemental life, catastrophic illness, and disability during the enrollment period. Premiums for these programs can be paid by payroll deduction. Employees should contact Risk Management for more information.

## **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations. This plan enables eligible employees to pay certain insurance premiums on a pretax basis. A third-party administrator handles employee claims made on these accounts.

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injury. The district has workers' compensation

coverage from York Risk Services, effective as of the employee's first day of work. Benefits help pay for medical treatment and make up for part of the income lost while recovering. The district has a 504 panel of providers to provide medical treatment, called My Texas Direct. Except in the event of an emergency, employees must go to a doctor within the 504 panel of doctors in order for their medical expenses to be paid by the district. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries must be reported immediately to the employee's supervisor and to the Risk Management Department. Accidents or injuries reported to the district more than 30 days after the date of the incident will NOT be covered by our workers' compensation insurance.

Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, for information on use of paid leave for such absences. Employees with questions about workers' compensation should contact the Risk Management Department.

### **Unemployment Compensation Insurance**

*Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Risk Management Department.

### **Teacher Retirement**

*Policy DEG*

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS and their immediate supervisor as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

## Leaves and Absences

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### *Policies DEC, DECA, DECB*

Regular and reliable attendance is an essential job function for all employees and is a basic expectation of the District. Excessive absences are not acceptable since it has a direct negative impact on the accomplishment of the District's mission. The Commissioner of Education has defined excessive absence as more than is provided in a given year by the District's leave policy (not what has been accumulated). Short absences for situations such as an employee illness, illness of an immediate family member, jury duty, or personal business are coordinated through the campus or department. Manual trades employees are to notify their supervisors to report their absences. All other employees are to notify their principal or supervisor as well as the absence system to report their absences. Failure to report absences may result in disciplinary action, up to and including separation from employment due to job abandonment.

Absences will be tracked within the work calendar year. At the start of each employment year, a new cycle of recording absence occurrences will begin for each employee. Absences excluded are those covered within an official medical leave of absence as approved by the Human Resources Department, an official Workers' Compensation absence as approved by the Risk Management Department, or absences due to jury duty, subpoenaed court appearances, bereavement (immediate family), and approved vacation, comp time, discretionary leave, administrative leave/suspension, and UIL or other excused school business. When an employee falls into an excessive absence situation by exhausting all available leave provided by the District in the school/work calendar year, a Memo for the Record may be issued to the employee advising of his or her excessive absence status. A continued record of absences, not for the exception reasons stated above, may result in disciplinary action, up to and including termination of employment.

### **General Leave Information**

#### *Policy DEC*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should contact the Risk Management department for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Personal (state) and local sick leave is available for the employee's use at the beginning of each school year. Paid leave shall not be approved for more workdays than an employee has accumulated in prior years plus those to be earned during the current year. Full time (100%) employees earn leave days as follows:



provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance and Job Restoration.** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave. Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Employees are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester. Unless the District has established policy providing a longer grace period, the district’s obligations to maintain health insurance coverage cease if an employee’s premium payment is more than 30 days late. The District must provide written notice to the employee that insurance is being cancelled with such notice being mailed to the employee at least 15 days before coverage is to cease.

## **Personal Leave**

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

To safeguard the continuity of instruction and student learning, the following stipulations shall apply to the use of discretionary personal leave days:

1. Discretionary personal leave shall not be used:
  - The day before or after a holiday
  - On a staff development day
  - On weather make-up days
  - On state-mandated test days
  - During the last week of school
2. Discretionary personal leave requires prior written approval by the supervisor.
3. Not more than two discretionary personal leave days shall be taken consecutively.
4. Not more than three percent of the professional and paraprofessional staff of a school or department shall be on discretionary leave at one time.
5. Requests for discretionary personal leave shall be considered on a first-come, first-served basis.
6. Not more than five discretionary personal leave days may be taken per year.
7. Supervisors may deny any request for discretionary personal leave that would disrupt the educational process at the school or the District's ability to provide appropriate support services.

An exception to the stipulations shall be granted for attendance at a school/college graduation or wedding of an immediate family member as defined in policy DEC (LOCAL), or in extenuating circumstances handled on a case-by-case basis. Prior written approval by the supervisor is required.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

### State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee’s immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

### Local Leave

Local leave days are advanced to eligible employees at the beginning of the school year but earned as follows:

1. Six equivalent workdays for ten month positions requiring a minimum of 187 work days
2. Seven equivalent workdays for eleven month positions requiring a minimum of 205 work days
3. Eight equivalent workdays for twelve month positions requiring a minimum of 235 work days

Local leave may be used for absences caused by personal illness, illness or death in the immediate family. A maximum of two days may be granted due to the death of an uncle, aunt, niece, nephew or cousin. Employees who are absent for more days than have been earned, will have their pay docked accordingly.

**Reimbursement for Local Leave.** An employee who has completed five years of continuous regular employment with the District (not on a substitute or temporary basis) and who is approved for retirement from service by the Board under the policies of the Texas Teacher Retirement System (TRS) may be eligible for reimbursement of accrued and unused local leave up to a maximum of 80 days as outlined in the table below. In the event of the death of an employee who meets the full retirement requirements under TRS and service requirements in the District as stated herein, the reimbursement for local days shall be processed in the same manner as a retirement and made payable to the deceased employee’s designated beneficiary or beneficiaries.

Years of Service	Percentage of Payment
30	100

25-29	90
20-24	80
15-19	75
10-14	70
5-9	65

The rate of pay for unused leave shall be based on the average of the final three years of salary earned by the employee. Payment shall be made after 45 days from the day of retirement and verified by TRS, or in the case of death, upon receipt of a death certificate. Request for reimbursement of local leave must be made at the time of retirement from the district, and not to exceed six months from the date of separation/retirement.

### **Sick Leave Bank (or Pool)**

The Sick Leave Bank (SLB) provides additional sick leave days to members of the Bank in the event of an unexpected extended major physical or mental disability considered life threatening or catastrophic. Open enrollment takes place in October of each year. For questions about the Sick Leave Bank, contact **Risk Management, ext. 29150**.

### **Family and Medical Leave (FML)—General Provisions**

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

#### **Leave Entitlements**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

### **Benefits and Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

### **Eligibility Requirements**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

### **Requesting Leave**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

### **Employer Responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### **Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

### **Local Procedures for Implementing Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period. The district uses a "rolling" 12 month period measured backward from the date an employee uses any family medical leave for determining the 12-month period for which the 12 week leave entitlement occurs.

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or

injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

**Intermittent Leave.** When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent.
- An employee requires medical treatment for a serious illness.
- An employee is seriously ill and unable to work.

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job function. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the

employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

**Request/Approval and Procedures for Intermittent Leave:** An employee may request intermittent leave under the FMLA by submitting medical certification of the need for such leave. The request is to be submitted to the Risk Management Department for approval. Once approved, Risk Management will notify the employee and the employee's supervisor of the approval thereafter, it is up to the employee to coordinate and schedule absences in advance with the supervisor.

**District Contact.** Employees that require FML or have questions should contact the district's Leaves Specialist for details on eligibility, requirements, and limitations.

### **Temporary Disability Leave**

**Certified Employees.** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, Risk Management should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not

available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

**Failure to Return to Work from Temporary Disability:** The maximum time period for a Temporary Disability leave is 180 calendar days. If an employee is unable to return to work at the expiration of the leave, the employee's employment will be terminated. The discharged employee will be eligible to be re-hired in most circumstances upon having recovered sufficiently to be released to return to work. Request to return to work with accommodations as per the American Disability Act (ADA) are to be submitted to the Risk Management Department for evaluation.

### **Workers' Compensation Benefits (revision dated 7/20/2016)**

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation wage benefits if their absences due to said illness or injury exceeds seven calendar days.

Under Alief ISD policy DEC (Local), employees eligible for workers' compensation wage benefits, and not on assault leave, may elect in writing to use accumulated paid leave instead of receiving weekly workers' compensation wage benefits. An employee who chooses to use paid leave shall not receive workers' compensation wage benefits until all paid leave is exhausted or the days that they elected to use in lieu of workers' compensation wage benefits are exhausted. If the use of paid leave is not elected, an employee will receive workers' compensation wage benefits only.

### **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to the campus/department administrator and Risk Management.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Jury Duty**

*Policies DEC, DG*

The district provides paid leave to employees who are summoned to jury duty. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

## **Compliance with a Subpoena**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

## **Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

## **Religious Observance**

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## Military Leave

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. In most cases, the length of federal military service cannot exceed five years. Employees returning to work following military leave should contact the Leaves Specialist, **281-498-8110 ext. 29153**.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Risk Management Department for details on eligibility, requirements, and limitations.

## Short Leave for Professional Growth/School Business

Regardless of funding source, approval for short leave forms will be limited to professional development opportunities within the Houston area and reflect high correlation with or impact on district and campus goals and priorities. In addition, a teacher who has already accumulated 10 or more absences during the school year will not have his/her short leave request approved.

A Request for Short Leave form should be processed if:

- An employee will be absent from duty in order to attend the event AND/OR
- Any expenses involved will be paid for from district funds.

**Note:** The name of the activity or event should be entered in full on the form (example: Ninth Annual Conference of the Texas Association for the Gifted and Talented rather than TAGT Conference).

A request for leave processed for either of the reasons above should be forwarded with the employee's, principal's and coordinator's (if required) signatures to the administrative supervisor.

When all required signatures are obtained, the form is returned to the originating office after one copy has been detached for filing at the Administration Building. (These copies will remain on file for the current school year only). The employee should be given a copy and is responsible for

maintaining it in his/her personal files for purposes of absence reporting, expense payment/reimbursement, applying for AAT credit, etc. When registering an absence with the district's absence system, the following codes should be used for school business related absences:

- **#13** – School Business (optional). This number is used for trainings and conferences in which a staff member chooses to attend or one in which a campus administrator has requested a staff member attend. Typically, these trainings are held out of the district.
- **#14** – School Business (district required) This number is used when an employee is required to be away from the campus for the purpose of district trainings, district meetings, field trips or sponsoring a student group.

**Vacation**  
*Policy DED*

Administrators and paraprofessionals in positions that require 235 days of service per year shall be awarded paid vacation. Manual trades employees who were hired after July 24, 1996, in positions that require 260 days of service per year shall be awarded paid vacation. See table below:

Length of Service in District	Vacation Days	Partial Year Pro Rata Earning	
		235 days	260 days
1-10 years	10	1:23	1:26
11-20 years	12	1:19	1:21.5
21+ years	15	1:15	1:17

Manual trades employees hired prior to July 24, 1996, in positions that require 260 days of service per year shall receive paid vacation days based on the chart as follows:

Length of Service in District	Vacation Days	Partial Year Pro Rata Earning
1 year	10	1:25
2 years	11	1:23
3 years	12	1:21
4 years	13	1:19.5
5 years	14	1:18
6-10 years	15	1:16.5
11-20 years	20	1:12.5
21+ years	25	1:10

Vacation time for the above employees shall be granted after completion of the year(s) of service in the District and shall be awarded on July 1<sup>st</sup> of each year. All vacation days must be used within an 18-month period from the date awarded. Vacations shall be scheduled with the approval of the immediate supervisor.

Eligible employees who worked less than a full year prior to each July 1<sup>st</sup> are awarded earned vacation days on a partial year, pro rata basis for days worked as noted above. Employees who work less than 50% of full-time are not eligible for vacation leave.

## Employee Relations and Communications

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### Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include:

- Staff Appreciation
- Service and Retirement Banquet
- Teacher of the Year
- New Teacher Celebration
- Quarterly Ad-Team Meetings
- School Marquee Messages
- District Website Announcements
- School Newsletters

### District Communications

Throughout the school year, the Communications Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

### Business and Community Partnerships

Business and Community Partnerships promotes family, community, and educators working together to develop responsible, productive citizens. Under the Business and Community Partnerships umbrella are the following programs: Alief ISD Mentor Program for students and School-Community Partnerships.

#### Mentor Program

Research repeatedly shows that having a mentor helps students to be more successful in school. Mentors provide constant encouragement and emotional support for their students. Mentors help students to accept responsibility, use good study habits, make positive choices, learn problem-solving skills, apply their talents, and have better peer relationships.

Mentors meet with their students once a week for 30 to 60 minutes in the school during school hours for the entire school year. Sometimes mentors wish to check with teachers to see how the student is doing. They will want to know if behavior, attitude, or academics are improving.

New mentors must attend an orientation. If you would like to recommend a student for the program, please see your counselor. If you would like to be a mentor, please call **281-498-8110, ext. 29020**.

### **School-Community Partnerships**

Partnerships with area business and organizations can be a very gratifying experience for all involved. A partnership is a commitment between a business or non-profit group and school to work together to enhance student achievement.

Partnerships can help provide funding, human resources such as mentors, tutors, judges, SDC reps, and/or program sponsorship, as well as incentives to be awarded to students for a job well done. By sharing their expertise and knowledge, business volunteers help to prepare students to become productive citizens in our future workforce.

Partnerships are only limited by the imagination. If you are interested in a partnership on your campus, please call **281-498-8110, ext. 29020**.

### **Volunteers in Public Schools**

For many years, Volunteers in Public Schools (VIPS) has been one of the fundamental programs engaging Alief ISD's community in the education of its students. Free services offered by dedicated volunteers help ensure that the students receive all the support needed for a healthy, successful school experience.

Research has shown that children who attend school regularly demonstrate improved behavior and achieve better grades when their families are involved in their education. By cultivating the family-school relationship, you are building an understanding and a support network of those family members who volunteer.

Please welcome the volunteers at your campus and find a way to help them help you. If you have any questions about the **VIPS program**, call **281-498-8110, ext. 29029**.

**NOTE: Volunteers must complete a Volunteer Registration Form online through the AISD website at [www.aliefisd.net/vips](http://www.aliefisd.net/vips) and clear a criminal history check BEFORE they can provide a volunteer service (i.e. chaperoning field trips, tutoring students, preparing teacher work, etc.). Substitutes, Part-time/Temporary employees, and Paraprofessionals (non-exempt employees) are not permitted to volunteer unless doing so in the capacity of a parent.**

### **Professional Associations**

Teachers have the opportunity to join and support various professional organizations. The district has established the following operating guidelines in collaboration with the various teacher organizations:

**School Visits.** Organization representatives are allowed to visit campuses during instructional periods including times before school, after school or during lunch. Representatives are allowed to meet with their members during their conference periods if invited by the members. Like any other campus visit, organizational representatives must sign in at the front office. In addition, representatives are to schedule meetings with the principal in advance in order to avoid conflicts with other scheduled activities.

**Distribution of Flyers/Notices.** Access to organization members' mailboxes on campuses is to be determined by the campus principals. Principals or his/her designee may place flyers/notices individually addressed to members in their mailboxes. Flyers/information brochures may be placed in the faculty lounge or on faculty bulletin boards. Blanket distribution to non-members is prohibited.

**Email communication.** An organization may use the district's email system to communicate with their members only. Blanket email communications to non-members are prohibited.

## Complaints and Grievances

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### *Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

#### **Guiding Principles**

The Board encourages employees to discuss their complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

#### **Informal Process**

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

#### **Direct Communication With Board Members**

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

#### **Formal Process**

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level. This complaint procedure does not change an employee's at-will status.

<b>Notice to Employees</b>	The district shall inform employees of this policy.
<b>Freedom from Retaliation</b>	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
<b>Whistleblower Complaints</b>	Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. (See DG)
<b>Complaints Against Supervisors</b>	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the superintendent may be made directly to the Board or designee.
<b>Complaints</b>	In this policy, the terms “complaint and “grievance” shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.
<b>Exceptions</b>	<p>This policy shall not apply to:</p> <ol style="list-style-type: none"> <li>1. Complaints alleging discrimination, including violations of Title IX (gender), title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). (See DIA)</li> <li>2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title IX. (See DIA)</li> <li>3. Complaints concerning retaliation relating to discrimination and harassment. (See DIA)</li> <li>4. Complaints concerning instructional materials. (See EFA)</li> <li>5. Complaints concerning a commissioned peace officer who is an employee of the District. (see CKE)</li> <li>6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. (See DFBB)</li> <li>7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. (See DFAA, DFBA, or DFCA, respectively)</li> <li>8. Complaints or grievances regarding the content of a non-T TESS employee’s evaluation or appraisal. (See DNB)</li> </ol>

<b>General Provisions Filing</b>	Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
<b>Response</b>	At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
<b>Days</b>	“Days shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
<b>Representative</b>	“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.
	The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days’ notice the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.
<b>Consolidating Complaints</b>	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
	When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

**Untimely Filings**

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Costs Incurred**

Each party shall pay its own costs incurred in the course of the complaint.

**Complaint Form**

Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may

begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Level Two administrator to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

### **The Level One record shall include:**

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One

decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information from the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

Following receipt of the appeal notice and a determination that time lines have been met, the President of the Board shall furnish a copy of the appeal notice to each Trustee.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda.

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record.

#### **The Level Two record shall include:**

1. The Level One record
2. The written response issued at Level Two and any attachments
3. All other documents relied upon by the Level Two administrator.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. (See BE)

At its next meeting, the Board shall examine the written grievance in closed meeting, in accordance with the Open Meetings Act, with neither the grievant nor the grievant's representative, nor the person or persons complained of in this grievance present. The Board shall make a written or audio tape record of this deliberation. The Board shall make a determination as to whether the grievance as presented merits a hearing. If the Board determines that the grievance is not meritorious, the grievant shall be so informed in writing by the President of the Board within seven days following the meeting. The decision of the Superintendent with respect to the grievance shall then be final.

If the Board determines that the grievance as presented merits a hearing, the President of the Board shall inform the grievant of the date, time and place of such hearing. If a hearing is conducted, the person or persons complained of shall have a right to be present, with a representative, together with the grievant and the grievant's representative. The Board shall consider only the information presented at the Level Three closed meeting.

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

See DGBA LOCAL policy and DGBA EXHIBIT for grievance forms and procedures.

### Professional Organization Representation

All employees are required to comply with a supervisor's verbal or written directive to meet with the employee's supervisor. Unless otherwise advised in writing by a supervisor at the time a meeting is called, an employee is not entitled to have a representative present at meetings with the employee's supervisor, and an employee may not refuse to meet with their supervisor on that basis. Failure to meet with a supervisor upon request is a violation of a directive and a violation of AISD Board Policy.

All employees are entitled to have representation at grievance hearings filed pursuant to AISD Board Policy DGBA (Local). The employee may designate a representative through written notice to the District at any level of the complaint process. If the employee designates a representative with fewer than three days' notice to the District before a scheduled hearing, the District may reschedule the hearing to a later date in order to include the District's counsel. The District may be represented by counsel at any level of the grievance process.

## Employee Conduct and Welfare

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### Standards of Conduct

#### *Policy DH*

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

### **Texas Educators' Code of Ethics**

#### **Purpose and Scope**

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 and good moral character. 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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

## **Enforceable Standards**

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

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**Standard 1.2** The educator shall not intentionally, knowingly, or recklessly 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 of students, 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 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 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

## **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, gender, disability, family status, or sexual orientation.

**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 or who provides information for a disciplinary investigation or proceeding under this chapter.

## **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 intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly 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, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or

guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

### **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

**Note:** This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term "employees" may include former employees and applicants

for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

<b>Statement of Non Discrimination</b>	The district prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.
<b>Discrimination</b>	Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.
<b>Harassment</b>	Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct: <ol style="list-style-type: none"><li>1. Has the purpose or effect of unreasonably interfering with the employee's work performance;</li><li>2. Creates an intimidating, threatening, hostile, or offensive work environment; or</li><li>3. Otherwise adversely affects the employee's performance, environment or employment opportunities.</li></ol>
<b>Sexual Harassment</b>	Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when: <ol style="list-style-type: none"><li>1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment or when submission to or rejection of the conduct is the basis for an employment action affecting the employee.</li><li>2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.</li></ol>
<b>Retaliation</b>	The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination may be subject to appropriate discipline.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” may include discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting Procedures**

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. The report shall be made in writing. Alternately, the employee may report the alleged acts to one of the District officials below

**Definition of District Officials**

For the purposes of this policy, District officials are the ADA/Title IX coordinator, the Section 504 Coordinator, and the Superintendent.

**ADA/Title IX Coordinator**

Reports of discrimination based on sex, including sexual harassment may be directed to the ADA/Title IX coordinator. The District designates the following person to coordinate its efforts to comply with the Title II of the Americans with Disabilities Act of 1990 and Title IX of the Education Amendments of 1972, as amended:

Name: Darrell Alexander  
Position: Executive Director of Human Resources  
Address: 4250 Cook Road, Houston, TX 77072  
Telephone: 281-498-8110, Ext. 29142

**Section 504 Coordinator**

Reports of discrimination based on disability may be directed to the Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Media Agbemafla  
Position: Special Services Coordinator  
Address: 4250 Cook Road, Houston, TX 77072  
Telephone: 281-498-8110, Ext. 29092

**Superintendent**

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Title IX coordinator or Section 504 coordinator may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

**Notice of Report**

Any District supervisor who receives a report of prohibited conduct shall notify the appropriate District official listed above and take any other steps required by this policy.

**Investigation of the Report**

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official, to whom the report is made, shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate and reasonable, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor may be involved in or informed of the investigation.

The investigation may include, but not be limited to, personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Concluding the Investigation**

The investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

**District Action**

If the results of an investigation indicate that prohibited conduct occurred, the District shall respond by taking legally appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

**Confidentiality**

The District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL) beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

**Records Retention**

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. (See CPC)

**Access to Policy**

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

**Harassment of Students**

*Policies DF, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also

report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse and Bullying*, for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students may be found at DHB (Legal) and FFH (Local).

### **Solicitation of a Romantic Relationship**

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;
  - e. The extent that the educator attempts to conceal the communications;
  - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
  - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.

6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
11. Any other acts tending to show that the educator solicited a romantic relationship with the student.

*19 TAC 249.3(50)*

A superintendent will notify SBEC of any educator misconduct that the superintendent believes in good faith may be subject to sanctions by SBEC. *19 TAC 249.14(d)*

### **Reporting Suspected Child Abuse**

*Policies DHB, DG, GRA*

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

State law specifies that an employee may not delegate to or rely on another person to make the report. All school personnel shall participate in a staff development program to become acquainted with child abuse and neglect laws and the procedures to be followed in dealing with such cases.

**School personnel suspecting child abuse or neglect shall follow these steps when reporting such cases:**

1. The initial oral report shall be made directly to any of the agencies listed in policy FFG and to the building principal and/or school nurse.
2. The school nurse shall provide the form for filing the written report as required in policy FFG. The person who made the initial oral report must complete a copy of this report. The written report is then mailed to the same agency given the oral report, and a copy filed with the school nurse.
3. It becomes the responsibility of the child welfare unit to make further investigations.
4. The Texas Department of Family and Protective Services (DFPS) has developed a secure website designed to report suspected abuse/neglect via the Internet. Professionals are encouraged to use this new process to report non-emergency situations of child abuse/neglect to our statewide hotline (Statewide Intake – SWI).

To access the web site, professionals are required to have a "user name" and "password." The user name and password are the same for all professionals to access the web site.

The link to the reporting website is: [www.txabusehotline.org](http://www.txabusehotline.org).

Use of the web site should not be a substitute for reporting life-threatening or emergency situations. If you feel that immediate intervention is needed to protect a child, please call the CPS hotline at 1-800-252-5400. Call your local law enforcement agency (Alief ISD Police) or 911 if the situation is life threatening.

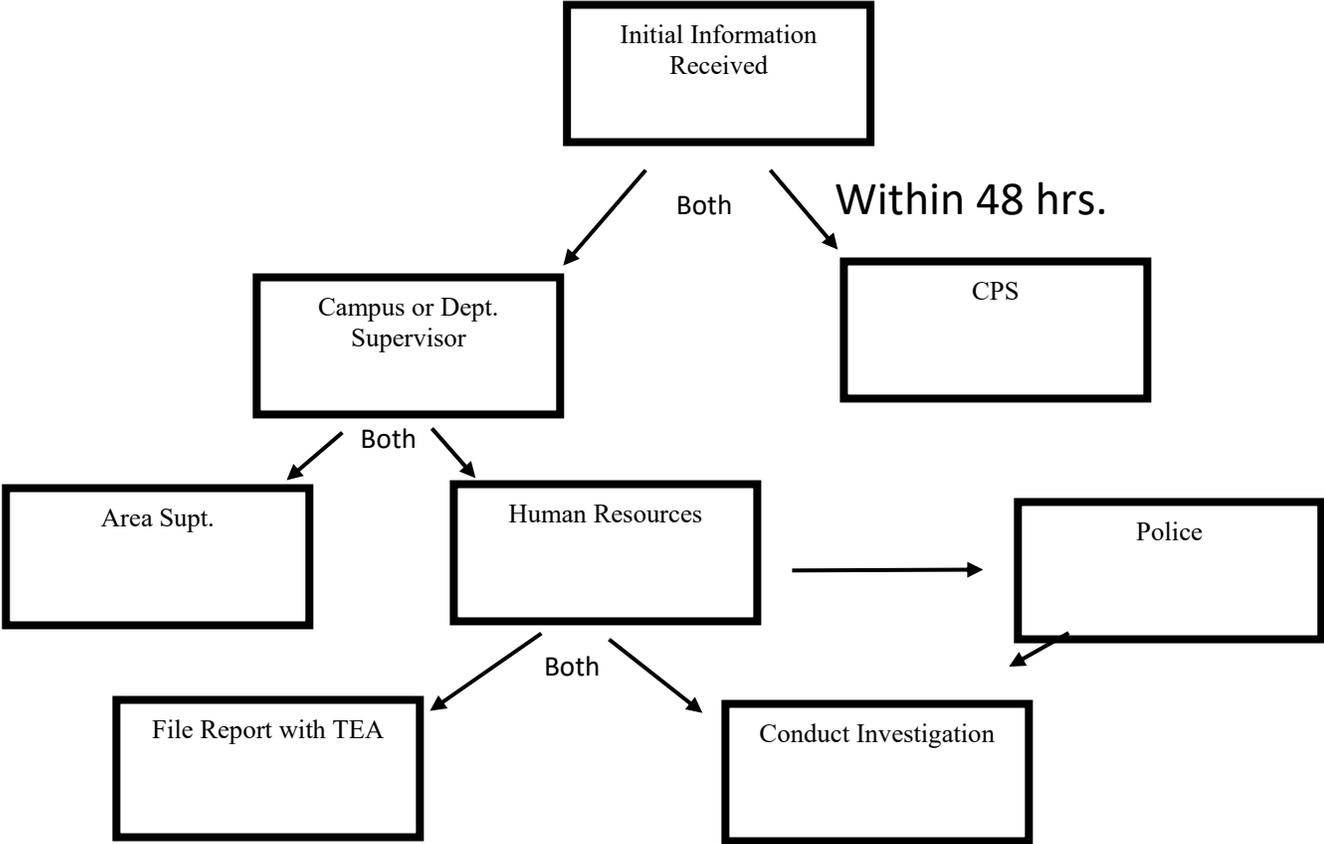
Once you have filed a report through the Internet reporting system, SWI staff will send an email response acknowledging receipt of the information and will provide the PRS identification number of the intake or I&R for your files.

### **Allegations of Child Abuse**

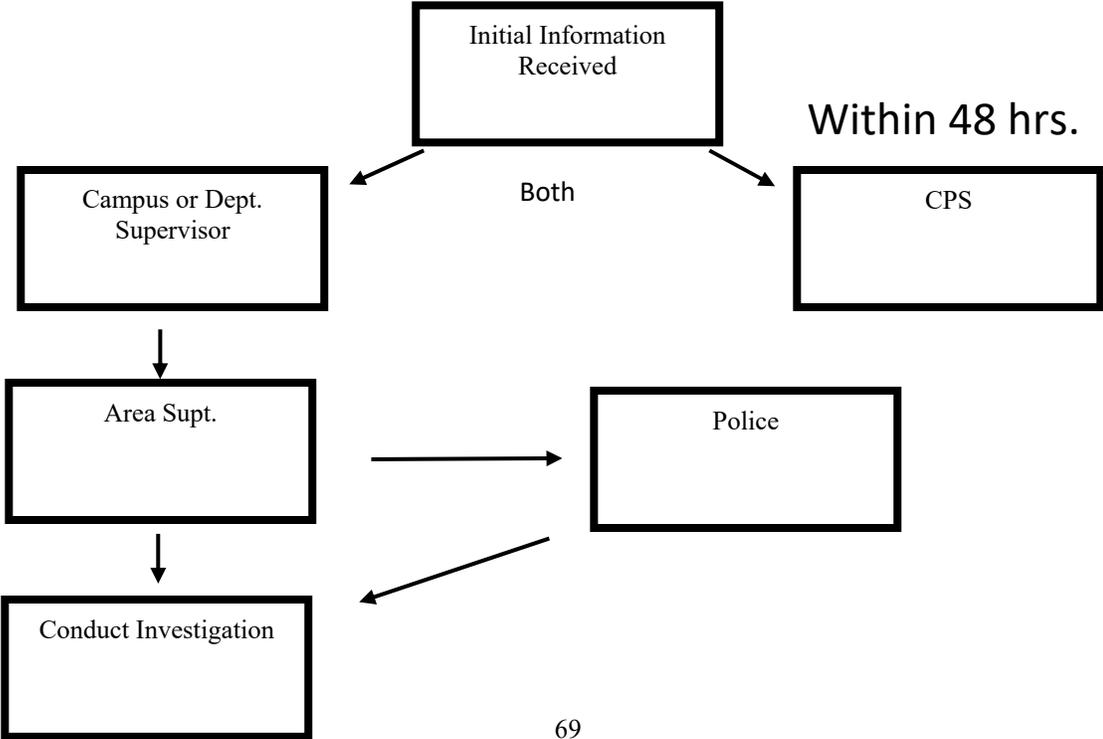
If you feel that intervention is needed to protect a child, please call the CPS hotline at 1-800-252-5400. Call your local law enforcement agency (Alief ISD Police) or 911 if the situation is life threatening.

When a parent or student makes an allegation of abuse, neglect or harm involving school district personnel, the administrator/supervisor/district must report the allegation to the local police authority (Alief ISD Police) to investigate (see following chart). This procedure allows the investigation to be done by a department outside of the school and by an agency that is trained to do investigations.

### Employee/Student Investigation



### Non-Employee and Student/Student Investigation



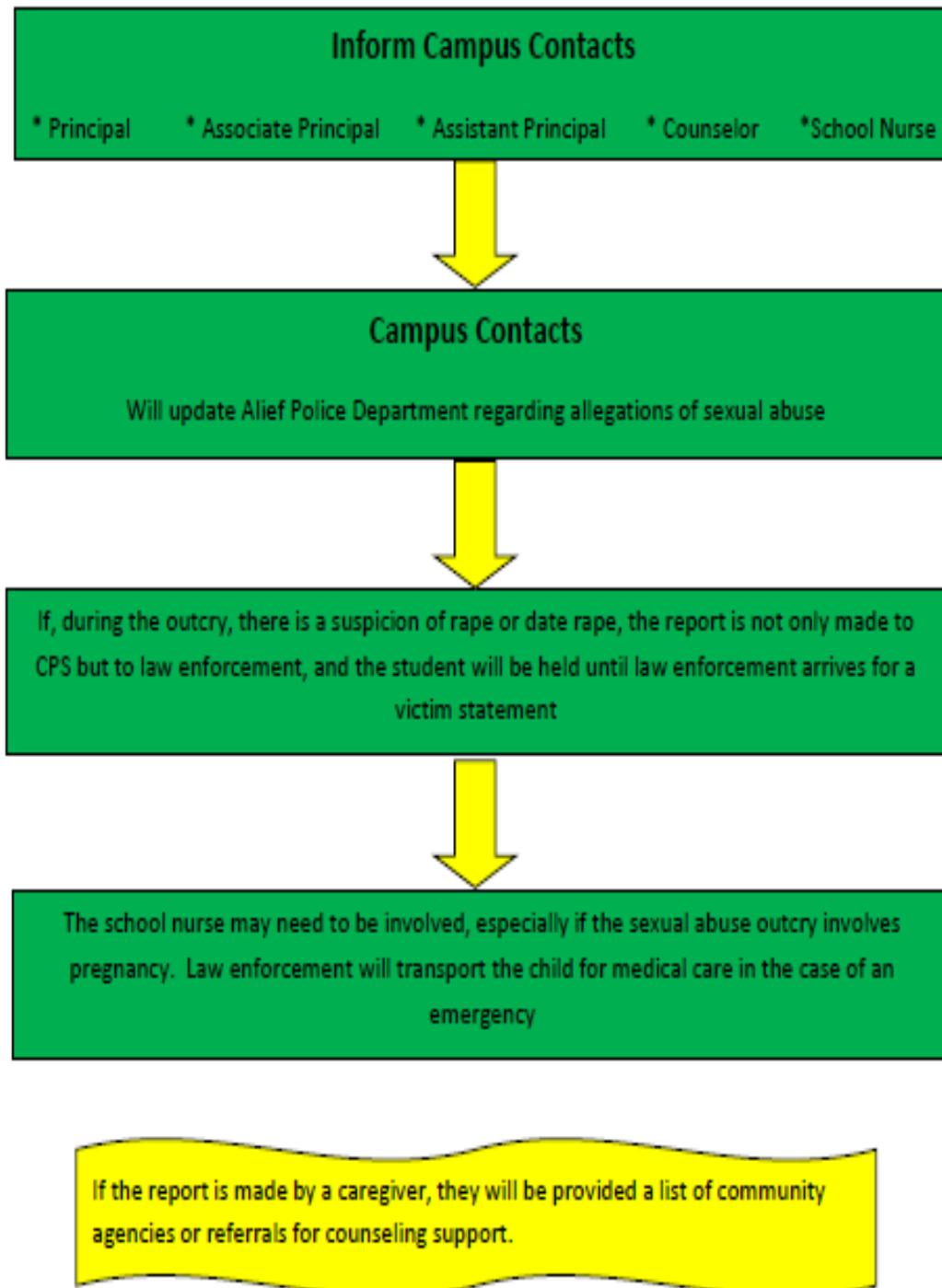
## **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at

[https://www.dfps.state.tx.us/Training/Reporting/documents/Reporting\\_Basics.pdf](https://www.dfps.state.tx.us/Training/Reporting/documents/Reporting_Basics.pdf). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse* on page 67.

## CHILD SEXUAL ABUSE REPORTING PLAN

If there is an outcry from a student or parent concerning possible sexual abuse, the professional receiving the outcry *must* contact CPS immediately, not to exceed 48 hours. According to Texas Family Code Section 261.101 *A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report...* We do not investigate. We report. The report can be made to the CPS 24 hour hotline 1.800.252.5400.



## Reporting Crime

### *Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## Emergency Issues with Staff/Students

Should a staff member become aware of a student or another staff member making serious threats or statements of harming self or others (e.g.-threats of suicide or killing), then the staff member must report it immediately to a building administrator and/or counselor. If a student has threatened to harm him/herself, a conference with the student's parent or guardian must be held that day to advise the parent/guardian of the serious concern, provide the parent with a referral list and to complete the **Notification of Emergency Conference Form (AISD 45-1500)**.

## Staff Accidents

All work-related accidents or injuries must be reported immediately to the employee's supervisor and the Risk Management Department. The employee should go to see the school nurse and complete a First Report of Injury Form, which will be forwarded to the Risk Management Department. Any potentially unsafe conditions in the building or on the grounds should be reported immediately to an administrator.

**NOTE:** To call the local emergency help number from a district phone, first press 9 for an outside line and then 911; 911 without the preceding 9 should be used for telephones (such as lounge phones) which are financed by the individual buildings and are not part of the district phone network.

## Scope and Sequence

### *Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence. The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This

documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

*Policy CQ*

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- imposes no tangible cost to the district
- does not unduly burden the district's technology resources
- has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Director of Technology.

## **Personal Use of Electronic Communications**

*Policy CQ, DH*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents/Guardians*, below, for regulations on employee communication with students through electronic media.

### **Electronic Communications between Employees, Students, and Parents**

#### *Policy DH*

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
- For each text message addressed to one or more students, the employee shall (a) retain a copy of the text message or (b) include another district employee on the text/social media communication.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 5:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

### **Public Information of Public Devices**

#### *Policy DH*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

### **Criminal History Background Checks**

#### *Policy DBAA*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

### **Employee Arrests and Convictions**

#### *Policy DH*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds

- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.
- On an annual basis, the district conducts criminal history checks on all of its employees. Failure to have reported an arrest or conviction of a crime may result in disciplinary action.

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

### **Alcohol and Drug-Abuse Prevention**

*Policy DH*

Alief ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows.

#### **Drug-Free Requirements**

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance

programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

**Alcohol and  
Drugs**

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverages.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

**Exceptions**

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

**DRUG-FREE WORKPLACE REQUIREMENTS**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. *41 U.S.C. 702(a)(1)(A); 28 TAC 169.2*

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. *41 U.S.C. 702(a)(1)(B); 28 TAC 169.2*

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate

law enforcement officials for prosecution. [See policies at DH and DHE] *41 U.S.C. 702(a)(1)(A); 28 TAC 169.2*

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice—from the employee or any other source—the District shall notify the granting agency of the conviction. *41 U.S.C. 702(a)(1)(D), (E)*

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either **(1)** take appropriate personnel action against the employee, up to and including termination of employment, **or (2)** require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. *41 U.S.C. 703*

### **Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

### **Fraud and Financial Impropriety**

*Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties

- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

### **Conflict of Interest**

*Policy CB, DBD*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

### **Dress and Grooming (Staff)**

*Policy DH Regulation*

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 following guidelines:

- Hosiery (for females) will be optional.
- Facial hair (beard, mustache or goatee) must be well groomed.
- Tattoos that are distracting in the learning environment will be covered at all times.
- Body piercings (except for earrings for females) should not be visible.
- Outer garments will fit properly (not tight fitting) and be of an acceptable length.
- Undergarments must not be visible.
- Professional footwear does not include flip flops, slippers, shower shoes, house shoes, or "Crocs."

- Sweatpants, wind pants, warm-ups, leggings, cargo style, low-rise, spandex or similar tight pants are not permitted (with the exception for coaches noted below).
- Athletic wear is permitted during PE or athletic classes.
- Coaches are to be in neat athletic attire while in the regular classroom.
- Blouses, sweaters, and shirts must cover the midriff and lower back, including while reaching or bending.
- Halters, bare backs, tank tops, spaghetti straps, muscle shirts, see-through garments, revealing or provocative necklines are not permitted.
- Shirt and tops that are not made to be worn out (shirts or tops with a long tail) should be tucked in, unless worn as a jacket.
- Jeans, of any color, are only permitted when approved by the campus principal and/or department supervisor.
- Capri pants, loosely fitted on the leg, and no shorter than mid-calf are permissible.

The campus principal/department supervisor has the discretion to make exceptions as per the job assignment of the employee.

### **Fund Raisers**

- All fund raisers must have campus principal's approval.
- Fundraisers should be planned carefully.
- Do not plan for Moon Walks, Pony Rides, Amusement Rides, etc. When in doubt, check with the Risk Management Department for approval before proceeding, especially for anything which would generate a potential liability concern.
- Have contracts reviewed by central office (Area Superintendent, Director of Risk Management, and/or Internal Auditor).
- Fundraisers should not compete with AISD Nutrition Department.
- Fundraisers should not involve charging students or staff for the right or privilege to wear articles of clothing (jeans, caps, crazy socks, t-shirts, etc.)
- Typically, fundraisers should not involve charging staff or students for participating in a school activity held within the instructional day. Exceptions must have central office approval prior to the event or activity.

### **Fundraisers and Grants**

Opportunities for fundraising through Alief business partners may be obtained by contacting the Business and Community Partnership Coordinator in the Public Relations Office.

The district has approved DonorsChoose.org for online fundraising. Questions regarding DonorsChoose.org or other grants may be directed to the Competitive Grants Specialist in the Federal Program/Grants Office.

## **Gifts and Favors**

### *Policy DBD*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

## **Gifts to School Personnel**

Students and their parents are discouraged from presenting gifts to district employees. It would be considered appropriate, and certainly appreciated, to write letters to school personnel expressing gratitude or appreciation. (Board of Trustees Policy FJ/Local)

## **Copyrighted Materials**

### *Policy EFE*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Associations and Political Activities**

### *Policy DGA*

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Use of district resources including work time for political activities is prohibited.

## **Charitable Contributions**

### *Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Hazard Communication Program**

The district has instituted a program to promote employees' health and safety: the effects of chemical substances being used in district operations are evaluated and employees are informed regarding potential hazards. Supervisors will inform employees annually about the program (about the chemical and physical hazards in the building and how to safeguard against those hazards). This annual training will include such topics as how to interpret product labels and Material Safety Data sheets, how to recognize chemicals and where they are located, and how to obtain additional information about chemicals. Each employee is responsible for letting the supervisor know about any change in the work area that may compromise the health or safety of persons working or visiting in that area.

## **Safety**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 94 for additional information.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Risk Management.

## **Alief ISD Mobile Phone Policy**

Alief ISD employees are prohibited from using any type of electronic device while operating a passenger or commercial vehicle. This applies when:

- An employee is operating a vehicle owned, leased or rented by Alief ISD.
- The employee is operating a personal motor vehicle in connection with Alief ISD business.
- The motor vehicle is on Alief ISD property.
- The mobile phone or mobile electronic device is district owned or leased.
- The employee is using a mobile telephone or mobile electronic device to conduct Alief ISD business.

In the event of an emergency, employees must park the vehicle in a safe location before attempting to make a call.

Warnings may be issued for failure to follow policy. Violation of this policy may result in disciplinary action up to and including termination.

## **Serious Injury or Illness**

A child who becomes ill or is injured at school must be referred to the nurse. This is especially critical when possible injury to the head or eyes is involved. In the event of a serious injury or illness, **STAY WITH THE CHILD, DO NOT ATTEMPT TO MOVE THE CHILD, SEND FOR THE NURSE IMMEDIATELY, AND DIRECT STUDENT OBSERVERS AWAY FROM THE AREA IF POSSIBLE.** The customary clinic referral slip (45-0190) should follow. In all cases of emergency, employees are expected to exercise reasonable and prudent measures, including the administration of first aid procedures.

## **Mobile Cabinets, Cafeteria Tables, and Television/Audiovisual Carts**

Mobile coat and other storage cabinets can be caused to topple. To prevent possible injury to students, keep cabinet doors closed, do not let children stand on the bottom shelf/floor of a cabinet, pull on the doors, or climb on cabinets. Do not store items on the tops of cabinets. Students are not to be allowed to move cafeteria tables or television/audiovisual carts (not to step or "ride" on the latter).

## **Errands and Physical Labor**

No student will be required or permitted, without the principal's approval, to do any physical labor in or about the building or grounds.

## **Emergency Drills**

The principal will conduct at least one fire drill monthly. Unobstructed and obstructed drills will be held on alternating months. Disaster drills, such as for tornadoes, also must be conducted frequently throughout the year. All building occupants must participate.

Students should be taught drill regulations and the public address signals associated with them, as well as what verbal signals will be given if the public address system cannot be used and any hand signals which may be needed (e.g., one hand up for the line to stop, both hands up for the line to reverse, etc.). Floor plans or maps showing routes for both types of drills for each classroom area must be posted. General fire safety rules and disaster survival procedures should be included in instruction.

Teachers are responsible for the supervision of the students in their charge during these drills or events and are responsible for knowing recommended procedures.

### 1. **Fire/building evacuation drills**

- Upon hearing the evacuation signal, students should leave the building quietly and in an orderly manner by the designated route without running, pushing, etc., and stand silently in line facing the building (approximately 50 feet away from the building and away from any fire hydrants or electric lines).
- Students may not be assigned to check the building or restrooms; these checks shall be conducted by staff personnel only.
- All doors to classrooms shall be closed and lights turned off before leaving the building.
- Remember that handicapped students may need special assistance.
- Teachers should call roll once the class has evacuated; strict discipline should be maintained.
- When signaled to do so, students should return to the building in the same manner in which they were expected to evacuate.

### 2. **Disaster/tornado drills**

- Teachers should keep a source of parent contact information for each child readily accessible, as well as plans for activities (music, games, lessons, etc.) to lessen tension during a period of confinement.
- When practicing, stress to children the importance of remaining calm and listening to directions, such as the command to "drop" in the event of a tornado.
- Upon hearing the signal, students should go to the designated area silently and in an orderly manner. Students should be as far away from windows and exterior doors as possible. If they are outdoors when the signal is given, they should return to the building to seek shelter (in their assigned space if possible, but not in the larger areas such as the gym, cafeteria, or library).
- Each child should crouch on the floor face down with knees tucked under the body and hands clasped behind the head ("duck and cover").
- Teachers should call roll at the shelter site.
- When the signal is given, students should return to the classroom in the same manner in which they were expected to go to the shelter site.

Teachers should notify the office at once of any sign of smoke, fire, etc., and in the event of disaster, should:

- Remain with the students until relieved of supervision by the principal. Those not in charge of students at the time of the occurrence should report to the principal or to a pre-assigned station.
- Report immediately any missing children. If there is any reason to believe that students remain in an endangered area, attempt rescue measures with any and all competent personnel available.
- Refer students in need of first aid to the nurse or other person trained in first aid.
- Render first aid and any other assistance needed, extinguish incipient fires, and work toward restoring order.

### **Crisis Plans**

- AISD has a district crisis plan which is disseminated each year. All staff members are required to be familiar with this plan.
- Each campus should have a designated Crisis Team consisting of staff members, administrators, nurse and counselor.
- Each campus is required to develop crisis plans for situations that would pose a threat to students' and staff members' physical or emotional safety (e.g. – death, hazardous chemicals, weapons, etc.). The plans should include codes/signals, procedures, persons responsible, plans for lock-downs, shelter-in-place, etc.

### **Emergency Issues with Students/Staff**

Should a staff member become aware of a student or another staff member making serious threats or statements of harming self or others (e.g.-threats of suicide or killing), then the staff member must report it immediately to a building administrator and/or counselor. If a student has threatened to harm him/herself, a conference with the student's parent or guardian must be held that day to advise the parent/guardian of the serious concern, provide the parent with a referral list and to complete the **Notification of Emergency Conference Form (AISD 45-1500)**.

### **Safety Patrols**

Qualifications for Safety Patrol membership should be established by the principal and sponsor(s). Patrol responsibilities include monitoring and assisting other students in the building and on the playground both before school and at dismissal times. Students must obey the directions of the Safety Patrols, or warnings/citations will be issued. Patrol sponsors will maintain records of citations and determine appropriate consequences. Patrols can help in seeing that:

- Students walk, not run, as they enter/leave the school grounds and building
- Students walk inside the building
- Students do not ride their bicycles on the school grounds/sidewalk, but dismount and guide their bicycles to/from the bicycle racks
- Students leave the campus upon dismissal

## Security

The following suggestions are offered for the safety of our employees and their property:

- Keep your car locked
- Park in spaces designated for staff members
- Do not leave valuables where they can be easily seen in your car
- Do not bring large sums of cash to school
- Keep your purse/wallet in a secure place during the day; take it with you when you leave
- Never keep student money in the classroom; turn it in to the office daily as quickly as possible
- Notify the office immediately if you become suspicious of anyone you don't recognize in the building or feel uneasy during a parent conference
- Make sure the building door locks behind you when you leave
- Do not stay in the building alone after dark

## Supervision of Students

Teachers are responsible for the students in their charge and should closely supervise them at all times. Only in emergencies should a teacher leave the room, and then a teammate must be notified of the departure and return; any absence from the classroom should be as brief as possible.

If an accident or discipline problem warrants, summon the appropriate person by wall phone or by sending a responsible student.

If an emergency requires a teacher's departure from the building, a building administrator should be notified personally. If the need for a brief absence is known in advance, **Form 45-0942 ("Staff Form for Leaving the Building") must be submitted.** When accompanying children to other classrooms, to the cafeteria, to bus lines, etc., teachers should remain with the children until the person on duty at the destination actually assumes responsibility for them. Designated pick-ups should be made promptly.

On the playground, teachers must constantly circulate and supervise students. This is not the time for paperwork or visiting with other teachers. Teachers should station themselves at strategic locations on the playground (i.e., teachers on duty should not congregate).

## Transporting Students in Private Vehicles

Because of the potential liability involved, staff members are advised against transporting students to/from school or during school hours. If a student is in need of transportation, please notify the building administrator.

## Release of Students

At no time should a staff member release a student to an individual without having verified with front office staff that the person has the authority and permission to assume responsibility for the child and take the child from the building.

Front office staff should check student records (enrollment card, clinic card, the district's student software system, parent notes, etc.) to verify the person is listed as parent, guardian or an emergency contact. At no time can assumptions be the basis of a decision to release a child. There must be clear evidence of the relationship/connection to the student. If something appears questionable/raises concerns or for situations involving court or legal documents, an administrator must be contacted to assist with the process.

### Administrators may release to:

- Legal authorities such as police, CPS, etc. providing appropriate identification has been provided.
- Person(s) other than parent, guardian or emergency contact(s) providing parent or guardian has notified the school in writing granting permission for the person to take the child from the school. In these cases, signatures need to be compared and verified. If questionable, contact the parent to confirm he/she sent the note or is aware of the request.
- Person(s) other than parent, guardian or emergency contact(s) providing parent or guardian has notified the school by phone (emergency situations) and the phone request (on speaker phone) was heard and witnessed by at least two staff members and documented on the Change of Transportation/Release from School form.

For situations that create questions or concerns, please contact central office.

## Staying After School – Students

If a student needs to be detained for additional instruction or for disciplinary reasons, the teacher or administrator must notify parents by phone or by note in advance so that transportation arrangements can be made. If a note is sent, please require a return of the note or an acknowledgment slip with a parent's signature. For liability reasons, teachers are not to transport students home following an after-school session.

Employees with questions or concerns relating to safety programs and issues can contact Risk Management or the Alief ISD Police Department.

## Possession of Firearms and Weapons

*Policies DH, FNCG, GKA*

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

## Visitors in the Workplace

*Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

All visitors **(1)** must go to the office before proceeding to any other area and **(2)** must observe the law and the Alief Code of Civility and Conduct prohibiting disruption in the classroom. Inform the office staff when you have invited speakers or other guests and of the names of volunteers who may be assisting you. Notify the office at once if you are in doubt as to whether or not a person in or around the building has checked in with the office staff. Also notify the principal if instruction is being disrupted.

At no time should a staff member release a student to an individual without having verified with front office staff that the person has the authority and permission to assume responsibility for the child and take the child from the building. (See Release of Students for full procedures and guidelines, Page 83)

## **Asbestos Management Plan**

*Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Maintenance Department office and is available for inspection during normal business hours.

## **Pest Control Treatment**

*Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the main office of a campus or front doors of a district facility. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

## **Textbooks**

To check textbooks in or out, please use the **Book Request/Return Form (45-0180)**. This form should be given to the bookroom clerk as early as possible prior to the opening of school and at least a day in advance during the school year. The bookroom clerk will maintain original records of textbook transactions; teachers will receive copies of these forms.

The Texas Education Code provides that school districts may not require an employee of the district **who acts in good** faith to pay for textbook, electronic textbook or technological equipment that is damaged, stolen, misplaced, or not returned. Therefore, to act in good faith, teachers must keep accurate records by number of all textbooks issued to students and must ensure that books are kept covered (a State requirement). Book covers and textbook record cards will be obtained for the school by the office staff. See that each child's name is written in every book issued to him/her. Similarly, teachers must also keep accurate records of textbooks and materials issued to them for use in their classrooms.

**Loss of Textbooks.** In the case of damaged, stolen, misplaced, or not returned textbooks or technological equipment, the teacher will provide the district with a written statement as to the extent and circumstances of the damage, theft, or loss of the textbook or technological equipment. If it is determined by the district that the teacher reporting the damage, theft, or loss

of a textbook or technological equipment, did not act in good faith, the teacher will be financially liable for the textbook or technological equipment.

If a student loses a book, another book should be provided to the student to use within the school day. Every effort should be made to obtain payment for the lost book from the parent. A **Form Letter (45-0415)** may be used to notify the parent of the price of the book (textbook prices will be furnished by the bookroom clerk). Once payment for the textbook has been rendered, a new book may be issued to the student for home and school use. If a textbook, which has been paid for, is subsequently found, a full refund will be issued to the parent by check from the office (no processing charges will be deducted from refund checks).

Fines are charged to students for damage to textbooks; please check with the office for the amount to be charged. If a textbook is not returned or paid for, the school may withhold the student's records requested by another school or from the parent at the end of the school year.

**Loss of Teacher Materials.** Teacher editions, resource kits, curriculum guides, instructional materials, handbooks, etc. are issued to faculty members and are accounted for at end-of-year inventory time. **Teachers must act in good faith by properly keeping an inventory of items issued to them.** Summer checkouts are arranged through the principal or the bookroom clerk. These manuals/materials are to be turned in upon resignation, change of assignment, the end of the school year, or date as designated by the campus principal. In the event of loss, the individual faculty member assigned the item is responsible for reimbursement of replacement cost to the campus or district.

Faculty members are also financially responsible for any textbooks or library books checked out to them as individuals. A faculty member, acting in good faith, is not responsible for books in which he/she clearly maintains a system that appropriately documents the book(s) being checked out to a student or parent and not returned. Appropriate documentation should include dates issued/returned, book number (if applicable), book title, possibly the author, student signature, etc. The system should also provide for written notification to the parents regarding the need for the item to be returned or the replacement cost to be paid in order to clear their child's records.

*Returning or repaying the district for lost instructional items is critical. Any remaining fees or charges at the end of the school year will be reconciled through payroll.*

## Travel Guidelines

Short Leave Forms are required for all district travel...see Short Leave section of handbook for more information.

- These guidelines apply regardless of the funding source for the travel
- Amounts spent on travel per employee should be fiscally responsible and in line with department guidelines

- Exceptions to these guidelines may be approved by the Superintendent or appropriate Deputy Superintendent

### **Campus Administrators**

- Principals and Associate Principals – one out of state conference per year
- Assistant Principals – out of state conference every other year – assigned rotation
- Additional requests for out of state travel must be approved prior to registration
- Attendance record for the year must be submitted with short leave forms

### **Specialists**

- Each campus may send a maximum of two specialists per year to an out of state conference
- Requests for school business (conferences/in-services out of district) will not be approved if the total number of absences for any reason exceeds 15 days OR if days of absence impact a critical time of the year (e.g. STAAR, other testing periods, special events, etc.)
- Supervising student activities such as UIL events and chaperoning field trips or attending in-district meetings or training are not included in the 15-day count. **These are coded as #14 in the district's absence system.**

### **Classroom Professionals (including Speech Therapists, Title I and Resource)**

- In state travel only during the school year
- Requests for school business (conferences-in-services out of district) will not be approved if the total number of absences for any reason exceeds 10 days
- Supervising student activities such as UIL events and chaperoning field trips are not included in the 10 day count. **These are coded as #14 in the district's absence system.**

### **Non-classroom Professionals (including counselors, nurses and librarians)**

- Each campus may send one non-classroom professional per year to an out of state conference
- Requests for school business (conferences/in-services out of district) will not be approved if the total number of absences for any reason exceeds 10 days
- Supervising student activities such as UIL events and chaperoning field trips are not included in the 10 day count **These are coded as #14 in the district's absence system.**

### **Paraprofessionals**

- Supervisors will approve in state travel as appropriate

## General Procedures

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### Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the local radio and television stations. Employees are asked to monitor local radio and/or television stations regarding official notification of district/school closures and to follow directions accordingly. Some employees, considered essential personnel, may be required to report to work in certain circumstances regardless of a district closure.

### Emergencies

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use. Alief ISD uses Regroup and Alertus Desktop Notification to notify employees of emergency situations.

Employees at campuses have maps in each classroom and the drills they do should cover all of the procedures.

### Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted to the Purchasing Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing Department for additional information on purchasing procedures.

## Name and Address Changes

It is important that employment records be kept up to date. Employees with district computer access, should change their personal information via Employee Online. Employees without district computer access, must notify their Records Specialist if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

## Personnel Records

*Policy DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to their HR Records Specialist. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for re-lease of information under by law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confi-dential information.

## Facility Use

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The Business Department is responsible for scheduling the use of facilities after school hours. Contact **Business Services, Administration Building** to request to use school facilities and to obtain information on the fees charged.

## Termination of Employment

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### Resignations

*Policy DFE, DHB*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent or designee (Assistant Superintendent of Human Resources). A copy of the letter should also be given to the employee's principal. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. If a teacher must leave the district during the school year, it is expected that he/she will remain on duty until a suitable replacement is found. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

**Noncontract Employees.** Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Superintendent or designee at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

For information regarding post-employment benefits, call the Risk Management Department.

### Dismissal or Nonrenewal of Contract Employees

*Policies DF Series, DHB*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an

opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 99. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

### **Dismissal of Noncontract Employees**

*Policies DCD, DP*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and Grievances, page 50.)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

### **Discharge of Convicted Employees**

*Policy DF*

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## **Exit Interviews and Procedures**

Exit interviews, if possible, will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

## **Retrieval or Removal of Personal Items Upon Resignation or Termination**

The district is not liable for personal items which are missing after an employee's absence prior to separation of employment. The employee must make arrangements in advance with the supervisor to retrieve personal items. When an employee has been on an extended leave prior to separation of employments, the supervisor may elect to box and secure an employee's personal items.

## **Reports to Texas Education Agency**

*Policies DF, DHB, DHC*

**Certified Employees.** The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

### **Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

## Student Issues

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### Equal Educational Opportunities

*Policies FB, FFH*

Alief ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing 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; and Section 504 of the Rehabilitation Act of 1973, as amended.

Alief ISD program admission procedures, facilities, job placement, student treatment, course curriculum and graduation requirements are designed to eliminate discrimination.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Coordinator of Special Services.

### Information Regarding Section 504 of the Rehabilitation Act of 1973

#### **Purpose**

The purpose of Section 504 of the Rehabilitation Act of 1973 and these procedures is to prohibit discrimination on the basis of a disability and to assure that students with a disability have educational opportunities and benefits equal to those provided to non-disabled students.

#### **Eligibility**

An eligible student is one who (a) has, (b) has record of having, or (c) is regarded as having a physical or mental impairment that substantially limits a major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, interacting with others, major bodily functions such as functions of the immune system, digestive system, endocrine system, and respiratory system.

“Physical or mental impairment”, means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems; or (b) any mental or psychological disorder, such as mental illness or specific learning disabilities.

Disabled students between the ages of 3 and 21 who have not graduated are eligible.

**Coordination**

The district's Coordinator of Special Services shall serve as the designated District Section 504 Coordinator and shall coordinate district-wide efforts to comply with Section 504 of the Rehabilitation Act of 1973.

The campus principal will designate a campus 504 coordinator to implement campus Section 504 procedures.

**Section 504 Committee**

The Section 504 Committee shall be composed of at least two persons. The Section 504 Committee has knowledge about the child, the meaning of evaluation data, placement options, and the legal requirements regarding least restrictive environment; e.g., counselor, nurse, teacher, administrator, parent and/or support personnel. The committee will review the following information:

- Specific concerns/needs
- Previous interventions/accommodations
- Significant factors, including available student data
- Need for further evaluation
- Need for referral to academic or behavioral supports
- Need for intervention or accommodations
- Parent and School personnel input

**Referrals**

At any time a student is suspected of having a disability the students may be referred by a parents, teachers, counselors, administrators, or any other District employee for an evaluation to determine if they may have a physical/mental impairment that is substantially limiting a major life activity and would require Section 504 services to receive a free and appropriate public education (FAPE) or a need for special education services.

**Notice**

Basic information about Section 504 is included in the student handbook.

Parents shall also be given written notice of the District's refusal to evaluate a student.

**Evaluation**

The Section 504 Committee must obtain written parental/guardian consent for an evaluation if it is suspected a student may have an impairment and is in need of services. The evaluation process will focus on several areas with data collection coming from a variety of sources including, but not limited to:

- Achievement data in academic areas
- Aptitude and Achievement Tests
- Adaptive behavior measures
- Vision/hearing screening

- Parent information form to include social, cultural, physical information
- Referral form which may include school personnel recommendations (teacher, administrator, interventionist etc.)
- Test instruments will be:
  - Valid and reliable
  - Administered by trained personnel
  - Tailored for specific areas of educational need
  - Attendance/Discipline Records
  - Behavior Data

A comprehensive assessment will be administered by the appropriate special education assessment personnel when there is suspected special education eligibility.

Students, who meet eligibility for Section 504 and are in need of a Section 504 Student Services Plan, have their plan reviewed annual and their eligibility re-evaluated periodically. Section 504 student documents are maintained by the designated Section 504 campus coordinator.

**Placement**

The district shall provide a free appropriate public education to each qualified student with a disability regardless of the nature or severity of the student’s disability.

Section 504 requires an evaluation be conducted prior to a significant change in placement.

**Student Records**

*Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student’s records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents are transferred to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student’s records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Policy FL states that the district may release directory information (upon written request per FL (Local) if it has given public notice:

- Of the categories of information that it has designated as directory information
- Of the right of the parent to refuse to permit the release of any or all of that information
- Of the period of time within which the parent must inform the district in writing of the refusal to permit the release of such information

In other words, parents must be notified that directory information is subject to release (the handbook for parents contains such a notice), and they must be given an opportunity to refuse to permit release (there is a yes/no blank to check on the enrollment card).

Information about students or parents is never given to a telephone caller. Due to the custodial situations in which many of our students are involved, even the fact of a student's enrollment is not acknowledged to a telephone caller. Refer inquiries, written or verbal, for information about students/parents to the principal (including any from persons claiming to be employees of agencies such as Children's Protective Services, the Houston Police Department, etc., for which identification must first be properly verified).

## **Parent and Student Complaints**

### *Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

During the course of the year there may be times when parent questions, concerns, or disagreements arise over a situation, action or decision from the school or school personnel. Individuals involved in the complaint or concern usually want the opportunity to resolve these issues first. Therefore, it is important for resolutions to be secured at the lowest level possible.

**At the school level:**

- Conference with the teacher or staff member with whom the concern arises
- Conference with the supervising administrator
- If the supervising administrator is not the principal, then conference with the principal

In most cases, student or parent complaints or concerns can be resolved at the campus level. However, if this is not the case, contact the following central administration departments for information regarding specific complaint processes:

- |                                       |              |
|---------------------------------------|--------------|
| • Enrollment or Disciplinary concerns | 281-988-3100 |
| • Special Education concerns          | 281-988-3228 |
| • Nutrition concerns                  | 281-988-3420 |
| • Transportation concerns             | 281-983-8400 |
| • Alief ISD Police concerns           | 281-498-3542 |

Typically, problems and issues can be resolved at the campus or central administration informal conference(s). However, if still unresolved, the District provides a process for the complaint to be presented. The District’s entire complaint policy is outlined in FNG (LOCAL), which can be accessed online through the AISD website: [www.alief.isd.net](http://www.alief.isd.net) > Superintendent & Board > Board of Trustees > Board Policy Online.

**Administering Medication to Students**

*Policy FFAC*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container.

There are instructions in the student/parent handbook regarding medicine to be given to students at school. Teachers should ensure that medicine brought to school (prescription or nonprescription) is kept only in the clinic and that the student is sent to the clinic for the nurse to give it to him/her at the time(s) designated by the parent. No medicine is to be given or taken at school except in the clinic.

Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

There are instructions in the student/parent handbook regarding medicine to be given to students at school. Teachers should ensure that medicine brought to school (prescription or nonprescription) is kept only in the clinic and that the student is sent to the clinic for the nurse to give it to him/her at the time(s) designated by the parent. No medicine is to be given or taken at school except in the clinic.

Staff members may obtain certain nonprescription medicines (such as aspirin, antacids, antihistamines, etc.) from the nurse and will need to sign a form recording medication dispensed from the clinic.

## **Psychotropic Drugs**

*Policy FFAC*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Roadmap for successful discipline management in the classroom:

1. Teach students self-discipline strategies and procedures and routines at the beginning of the school year. Reteach, as needed, and reinforce these behaviors throughout the school year.
2. Look for what your students are doing correctly and tell them. Let them know specifically what they are doing that you expect and appreciate.
3. Treat students with dignity and respect at all times.
4. Ignore irritating or attention-seeking behavior:
  - When it is not habitual
  - When it is not unsafe
  - When it is not interfering with other children's learning
  - When classroom peers are not reinforcing the behavior
5. Use mild negatives: decreasing space between the teacher/student, increasing visibility by eye contact with the student, using the student's name giving the student a job, etc.
6. Use more severe negatives in private: "I'll speak to you after class."
7. Make an individual plan for the student
  - Determine the one or two undesirable behavior(s) on which to focus
  - Determine the behavior(s) you would like to see in its place (replacement behaviors)
  - Determine a positive reinforcement the new behavior(s)
  - Determine a negative reinforcement for the undesirable behavior (e.g., time-out in the room, denial of a privilege, time out in another classroom, a note or call to the parent, a conference with the parent, if serious-office referral, etc.)
  - Hold a conference with the student to check for understanding.
  - Program events/circumstances to bring about the child's success (plan for it and make it happen)
  - Use a regular schedule of positive reinforcement, later modified to an intermittent schedule of +R
8. Consult the principal and the Discipline Management Plan/Code of Student Conduct

### **Staff Response Plan for Student Display of Physically Out of Control Actions**

When a physical outburst occurs, employees will follow the following Response Plan.

1. Remain Calm
2. Assess situation
3. Provide Verbal Intervention
4. Call for Assistance
5. Clear Room or Physical Intervention
6. Prepare to Share

Employees are expected to use the least invasive method for purposes of de-escalating a situation. The use of excessive force in response to a student outburst is not acceptable.

## Confiscating Student Items/Work

***A teacher or staff member has the right to confiscate from a student any item that is considered a disruption to the learning environment or in violation of school policies. However, the item may not be destroyed or disposed of in any manner.***

- An item of value, or potential value, should be maintained in the office safe or in a locked storage place for safekeeping. Parents should be notified and allowed to pick up the item from the school or the item is to be returned to the student at the end of a class period, the end of a school day, when the student withdraws, or at the very latest, at the end of the school year.
- An item considered to be a danger to the student and/or jeopardizes the safety of others is to be immediately turned into administrators and/or campus police.
- Student work that is collected due to violation of school or classroom policies should be maintained in a file until 3 weeks after the end of the current nine weeks reporting period.

## Touching Students

***When in the act of disciplining, at no time should an employee touch a student in any manner unless the child poses a serious danger to himself or others.***

Appropriate techniques other than touching would include:

- Talking/conferencing with the students
- Standing in close proximity to encourage appropriate behaviors
- Specific verbal directive such as “Stop,” “Move away,” and/or “Come with me”

If these techniques are unsuccessful and further assistance is needed contact an administrator.

***When in situations involving disciplining, redirecting, or correcting a student’s behaviors, touching the student at any time places an employee at risk of being in a questionable or volatile situation; therefore, it is imperative that employees strictly adhere to this policy. Restraining a student should be limited to times when a student is in serious danger of hurting himself or others and should be done by those properly trained in therapeutic holds.***

## Student Attendance

*Policy FEB*

Teachers and staff should be familiar with the district’s policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements

are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

### *Policy FFI*

All employees are required to report student complaints of bullying, including cyberbullying, to a campus administrator and a counselor. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

### **Freedom From Bullying/School Board Policy FFI (LOCAL)**

**Bullying Prohibited:** The district prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

**Bullying** occurs when a student or group of students engages in written or verbal expression, expression through electronic means or physical conduct that occurs on school property, at a school-sponsored or school-related activity or in a vehicle operated by the district and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

**Examples:** Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading or ostracism.

**Retaliation:** The district prohibits retaliation by a student or district employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation

**Examples:** Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim:** A student intentionally makes a false claim, offers false statement, or refuses to cooperate with a district investigation regarding bullying shall be subject to appropriate disciplinary action.

**Timely Reporting:** Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the district's ability to investigate and address the prohibited conduct.

#### **Reporting Procedures:**

**Student Report** - To obtain assistance and intervention any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal or other district employee.

**Employee Report-** Any district employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

**Report Format** – A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

**Prohibited Conduct:** The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by school board policy FFH, including dating violence, and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the district shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

**Investigation of Report:** The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

**Concluding the Investigation:** Absent extenuating circumstances, the investigation should be completed within ten district business days from the date of the initial report alleging bullying; however the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

**Notice to Parents:** If an incident of bullying is confirmed, the principal or designee shall promptly notify the parent of the victim and of the student who engaged in bullying.

**District Action:**

**Bullying** - If the results of an investigation indicated that bullying occurred, the district shall promptly respond by taking appropriate disciplinary action in accordance with the district's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

**Discipline:** A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state, and federal law in addition to the Student Code of Conduct.

**Corrective Action:** Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improved the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the district's policy against bullying.

**Transfers:** The principal or designee shall refer to school board policy FDB for transfer provisions.

**Counseling:** The principal or designee shall notify the victim, the student who engaged in bullying and any students who witnessed the bullying of available counseling options.

**Improper Conduct:** If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the district may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

**Confidentiality:** To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal:** A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

**Records Retention:** Retention of records shall be in accordance with CPC (LOCAL).

**Access to Policy and Procedures:** This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the district's web site to the extent practicable, and shall be readily available at each campus and the district's administrative offices.

**Prevention:** In an effort to prevent bullying and harassment, Alief ISD conducts anti-bullying programs throughout the year. Information on programs can be found at [www.aliefisd.net](http://www.aliefisd.net) under Instruction/Additional Programs/Prevention and Safe Schools.

## **Hazing**

### *Policy FNCC*

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

## Computer Use and Data Management

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### *Policy CQ*

#### Acceptable Use Policy (AUP)

#### Staff Responsibilities for Using Alief ISD District Technology

The use of Alief ISD computers, computer systems, computer networks, software, and Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Content residing on district owned resources is property of Alief ISD. The use of Alief ISD computers, computer systems, computer networks, software, and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Illegal activities are strictly forbidden. All information including electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the appropriate authorities. The campus and central administrative team will deem what is inappropriate use, and their decision and the consequences are final. Appropriate use of digital resources and devices must follow all requirements, approval processes and guideline statements set forth in the Responsible Use Practices Guideline document and the Bring Your Own Device Policy. **“Alief ISD will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response”.**

#### Network Standards

1. Using the network resources in such a way that would disrupt the use of the network is prohibited.
2. Train and monitor students in the safe and proper use of both internet and network resources and Student AUP, RUP and BYOD.
3. Revealing personal information of yourself or others is prohibited.
4. District reserves the right to delete potentially harmful content identified on any devices utilizing district networks or resources.
5. Always log off or lock the computer when your session is complete.
6. Sharing your district issued username and password is prohibited.
7. Learn proper network navigation techniques to facilitate printer selection, document saving, and data confidentiality.
8. Use of personal cell phones or devices must adhere to district Bring Your Own Device Policy and campus guidelines.
9. Minimum technology competency skills are an expectation.
10. Use and connectivity to Alief BYOD network is only for instructional purposes.

## Use of Data

1. Access, utilize and store confidential data responsibly.
2. If any device storing data is lost or compromised in any way, report immediately to a campus administrator.
3. The district reserves the right to remove any inappropriate or potentially harmful data from any media storage device that is being used in the school environment.
4. Use strong passwords and follow network etiquette to secure sensitive data.
5. Do not grant access to others by placing data on unsecured network devices/ personal devices/or cloud storage.
6. Protect confidentiality and act responsibly when accessing data or resources.
7. Protect staff and student identifiable data from misuse.
8. Do not falsely manipulate/alter or misrepresent data.
9. It is a violation to knowingly attempt to access resources at work that you don't have permission to utilize as part of your job function.
10. It is your responsibility to report instances where you have access to data/resources that are not part of your job function.

## Email Use

1. Email is a district service and is to be used for instructional and administrative purposes.
2. Group mailing to the whole staff must first be cleared with the administrator to ensure appropriateness.
3. Sent messages cannot always be retrieved. Be just as careful when sending email as you would be in committing to paper your thoughts or reactions.
4. Be polite. Messages typed in all capital letters are the computer equivalent of shouting and considered rude.
5. Using inappropriate language such as swearing or vulgarity, or ethnic or racial slurs or obscene pictures is prohibited.
6. Pretending to be someone else when sending/receiving messages is inappropriate.
7. Board policy can be viewed at: <http://pol.tasb.org/Policy/Search/584?filter=email%20use>
8. Student email is a district service and is to be used instructionally upon teacher training.

## Internet Acceptable Use

1. Access only course related materials for educational purposes.
2. Credit and cite all Internet resources appropriately.
3. Train students in the proper use of all Internet resources.
4. Train students to be responsible digital citizens, to report cyber bullying and to consider the consequences of their digital footprint.
5. Convey to students expectations for appropriate use.
6. Convey to students consequences for inappropriate use such as: cyber bullying, off-task behavior, impolite or abusive language, accessing unapproved sites, sending/printing materials or information without permission.

7. Monitor student use to keep students on task and maintaining focus.
8. Supervise student use and intervene when necessary to ensure appropriateness of materials being accessed.
9. Follow school procedures for preventing unauthorized use.
10. Campus must maintain student/parent/staff agreement forms on file.
11. Use of extended opportunities for internet access, such as sites currently blocked by the filter, requires following all requirements, approval processes and guidelines including understanding statements set forth in the Responsible Use Practices Guideline document.

### **Restrictions**

1. Installing programs to the district's network system without appropriate authorization is prohibited.
2. Copying and distribution of unauthorized materials such as, but not limited to, video, audio, and image files is prohibited.
3. Use of district equipment for personal financial gain is strictly prohibited.
4. It is prohibited to use any personally owned electronic devices, such as, but not limited to, computers, mobile tablets, printers, scanners, projection devices, or wireless network cards for instructional or administrative use on school property without following guidelines and training requirements established by the district.
5. Damaging and vandalizing any electronic devices, computer systems or computer networks is prohibited.
6. Staff assumes responsibility for damage, theft or loss of equipment taken off school property.
7. Printing non-course related materials is strictly prohibited.
8. Accessing and using non-district provided email at work using district resources during work hours is strictly prohibited.

**Violations of the above may result in disciplinary actions and/or loss of access privileges.**

### **District Training**

1. All new staff members are required to take online professional development training covering digital citizenship, tools and resources facilitated by Instructional Technology.
2. All staff members are required to review the AUP and RUP annually and have current signature pages of compliance on file at the campus and/or department level.
3. All staff utilizing extended opportunities for device use and internet access opportunities must meet minimum technology competency standards and follow all requirements, approval processes and guidelines including understanding statements set forth in the Responsible Use Practice Guideline document and Bring Your Own Device Policy.

## **Substitutes**

### **Daily Substitutes**

1. No network, email, and computer access allowed.
2. Students are not allowed to access computers while a substitute is present unless it is a technology curriculum based class or facilitated by a staff member
3. Teachers must never give a substitute their login or password information under any circumstances.

### **Long Term Substitutes & Student Teachers**

1. Network and email access allowed.
2. Must follow Staff AUP and RUP guidelines where appropriate, and have signature form on file.
3. Remote access/terminal server access is not allowed.
4. Grade book access
  - i. Will have access to teacher's online grade book and is expected to enter grades.

### **Visiting Instructors**

1. Network access only.
2. Must follow Staff AUP and RUP guidelines and have a signature form on file.
3. Email access, online grade book, and remote access/terminal server access is not allowed.

### **Family Engagement Center Visitors**

1. Family Engagement Center visitors will log in with the district-issued parent center login account.
2. Must follow Staff AUP and RUP guidelines and have a signature form on file.

### **Disclaimers**

- Alief ISD makes no warranties of any kind, either expressed or implied, for the provided access.
- The staff, faculty, school, and Alief ISD are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on Alief ISD resources.
- The staff, faculty, school, and Alief ISD are not responsible for information obtained through district network resources resulting in criminal or terrorist activities.
- Alief ISD is not responsible for damage or theft of any personally owned devices.

## **RESPONSIBLE USE PRACTICE GUIDELINES (RUP) FOR ADMINISTRATIVE USE**

- Alief ISD has prepared this RUP document to complement, support and clarify the existing AISD AUP which remains the policy of the district and in accordance with the Children’s Internet Protection Act (CIPA) and all applicable requirements. CIPA requires districts participating in the E-rate program to adopt and monitor an Internet safety policy that blocks or filters inappropriate Internet access to minors. **“Alief ISD will educate all of our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. ”**
- **Purpose:** *To articulate a common vision for technology integration and responsible digital citizenship in the district. Our expectation is that technology resources will be to enhance the learning environment while developing 21st century skills.*

### **Belief Statements**

#### Digital Literacy/Digital Citizenship

We believe that by developing good digital citizenship and practices in our learning community, we will be preparing our students to be global communicators, collaborators and creative, critical thinkers.

#### Academic

We believe the integration of technology aligned with rigorous curriculum standards and higher level critical thinking skills will positively impact how students learn and how teachers support learning.

#### Professional Development

We believe that ongoing, continual and tiered training resources and opportunities for all stakeholders will support and promote the effective use of technology in the classroom and will move instructional practices into engaging, student-centered learning communities incorporating 21st century skills.

#### Environment

We believe technology rich classroom environments which include all forms of instructive and communicative media will provide for the integration and use of technology, which will promote student-centered learning environments that foster student engagement and academic growth.

### **Understanding Statements:**

#### **Safety:**

- I am responsible for any electronic device when it is logged on and will log off or lock it when I am away from my desk.
- As a good digital citizen, I will use technology in a meaningful, safe and responsible way.

- I understand the district uses filters to protect district users from illegal and defamatory materials, and it is my responsibility to notify the district of objectionable material.
- I will be an active moderator of online materials and conversations on discussion boards, blogs, etc.
- I understand that only students with proper authorization should be allowed to access the network.
- I will use safe and civil behavior in all online communications.
- I will respond consistently and appropriately to situations involving inappropriate use, cyber bullying, sexting, etc.
- I understand that I have a responsibility to monitor with fidelity the use of technology with students.
- I will abide by CIPA regulations in order to protect students from exposure to inappropriate material and will consider age appropriateness and learning objectives in my decisions.

#### **Productivity:**

- I will use technology resources productively, appropriately and in alignment with the AUP.
- I will not use district resources for political advertising, or for promoting commercial goods or services for personal gain.
- I will follow all District guidelines in the proper use of electronic devices, printers, server space, video or audio streaming and network bandwidth.

#### **Responsible Use:**

- I understand the potential risk of viruses and spyware and will use extreme caution when using district network resources.
- I will keep myself updated by taking continued professional trainings.
- I will model safe and civil network use by always conducting myself in a professional manner and will ensure that my staff is trained in appropriate use and monitoring of online communications and Internet use.
- I understand that if using a personal device, I am responsible for it and learning how to use it and that Alief ISD has no liability in case of theft, loss or damage
- I understand that when I log in to district purchased programs at work or home that I will follow the AUP guidelines.

#### **Digital Citizenship:**

- I will use technology in accordance with the laws of the United States and the State of Texas as they relate to libel, copyright and criminal acts.
- I understand that my passwords are private. I will not allow others to use my account name and password, or try to use those of others.
- I understand that my school network and email accounts are owned by the District and are not private. Alief ISD has the right to access my information at any time.

- I will not open any information or data on my personal device that is not suitable for access in Alief ISD.
- I understand that my online activities can reflect on Alief ISD.
- I understand that what I do on social networking websites should not reflect negatively on fellow employees or students.
- I understand that I will be held responsible for how I represent myself, my school and district on the Internet.
- I understand that most of what I do on the Internet is creating my “digital footprint” which is forever.

**Environment:**

- I will provide opportunities to continually educate my students and staff about responsible use practices and the ethical use of information, including appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- I will hold my students and staff responsible for abiding by all guidelines for using technology in a safe, meaningful and responsible way.

**RESPONSIBLE USE PRACTICE  
GUIDELINES (RUP) FOR TEACHER USE**

Alief ISD has prepared this RUP document to complement, support and clarify the existing AISD AUP which remains the policy of the district and in accordance with the Children’s Internet Protection Act (CIPA) and all applicable requirements. CIPA requires districts participating in the E-rate program to adopt and monitor an Internet safety policy that blocks or filters inappropriate Internet access to minors. “Alief ISD will educate all of our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.”

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### Environment

We believe technology rich classroom environments which include all forms of instructive and communicative media will provide for the integration and use of technology, which will promote student-centered learning environments that foster student engagement and academic growth.

### Classroom Telephone Usage

Classroom telephones are primarily for administrative and disciplinary purposes only. Administrative usage is limited to before school, after school, and conference times. Teachers may use classroom telephones during their conference periods for personal use but should limit the length of the call so other teachers will have fair access to the telephones. The teacher may make student discipline concerns and positive reinforcement calls during instructional time (with discretion, must not interfere with instruction or embarrass a student in front of others). All student usage must be under teacher supervision.

### Employee Electronic Device Policy

All employees are expected to follow all of the guidelines set forth in both Alief ISD's **Acceptable Use Policy and Responsible Use Guidelines** and **Bring Your Own Device Policy** which are read and signed at the beginning of each school year. No employee may use a personal device instructionally nor allow their students to do so unless he/she has obtained Level 1 Technology designation and received BYOD training. Employees are expected to use all devices with professionalism and instructional purposes only during the school day. Employees will also abide by any further guidelines specified by their campus administrator.

All incoming calls during the instructional day should be to the telephone in the central office. Staff will be notified immediately if an emergency call is received. All other telephone messages will be placed in staff mailboxes.

### Network Etiquette

1. Using network resources in such a way that would disrupt the use of the network by other users is prohibited
2. For security reasons, always log-off of the network when a session is complete
3. Learn proper network navigation techniques to facilitate proper printer selection, document saving, and CD tower access, etc.
4. Train students in the proper use of all network resources

### Internet

1. Restrict access to course-related materials for educational purposes
2. Train students in the proper use of all Internet resources
3. Convey to students expectations for appropriate use
4. Convey to students consequences for inappropriate use such as off-task behavior, impolite or abusive language, accessing unapproved sites, sending materials or information without permission
5. Monitor student use to keep students on task and maintaining focus

6. Supervise student use and intervene when necessary to ensure appropriateness of materials being accessed
7. Follow school procedures for preventing unauthorized use
8. Maintain student/parent agreement forms on file

### **Copyright of Print/Non-Print Materials**

1. Teachers may not copy from works that are considered consumable
2. Teachers may not copy items in order to substitute for the purchase of books, music, etc.
3. Teachers will be apprised of single and multiple copy guidelines per board policy
4. Copying software is illegal. Unauthorized software will be removed
5. Users may not upload programs to the district's systems without appropriate authorization

### **Video Delivery**

1. Video must be used in "face-to-face" teaching and have direct significant connection to content being taught
2. Videos should be an interactive medium. This means that students should not be passive observers
3. Performance must be of a legally acquired copy of the work which may include rentals, purchase, and school owned tapes. Off-air videotape recordings may be used in the following manner starting from the day of the original broadcast:
  - a. Day 1-10: Your students may view the program a maximum of two times.
  - b. Days 11-45: You may view the video for instructional/assessment purposes
  - c. Day 46: If permission has not been obtained to keep the video it must be destroyed
4. Performance must take place in a classroom or similar place of instruction

### **Explanation of Electronic Communication and Data Management**

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

Bring Your Own Device (BYOD) – Professional instructional staff may use a personally owned device for instructional purposes in the classroom if the conditions below have been met:

- Have Level 1 Technology Competency designation
- Have been BYOD trained
- Insure that there is no inappropriate content on any device used in the classroom for instructional purposes
- Never store sensitive student data or information on a personal device

- Understand that storing student private information on a personal device is in direct violation of FERPA – Family Educational Rights and Privacy Act of 1974 which protects the privacy of students’ personally identifiable information.

**Availability of Access** – Access to the District’s electronic communications systems, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

**Explanation:**  
 The district has made available to employees and students access to the Internet. The uses of the Internet are for instructional and administrative purposes only. In CQ (Regulation), specific guidelines for staff and students are outlined on appropriate use of the Internet. Email is also included as a means of electronic communications. Email is a resource designed to provide employees with an efficient and effective way to communicate with each other regarding instructional and administrative business.

Access to the District’s electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the systems and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. (See DH, FNC, FNCJ, FO, and the Student Code of Conduct). **Violations of law may result in criminal prosecution as well as disciplinary action by the District.**

**Explanation:**  
 Use of any of the electronic communications systems (i.e. the Internet, email, etc.) is not a right. Users must abide by the guidelines established or they may forfeit the privilege of being able to utilize these resources. This applies to employees as well as students. Since these resources are provided with public funds, they may not be used for personal gain (i.e. selling products or services, promoting self in anyway), as a political or public forum to express views or solicit support, nor may they be used to harass or otherwise demean others.

**Acceptable Use** – The Superintendent or designee shall develop and implement administrative regulations, guidelines, and use agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. (see EFE).

**Monitored Use** – Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

**Explanation:**

Electronic mail is a very convenient and easy to use system, so much so that it creates the illusion of being personal. It is not. Employees should remember that the system belongs to the District and, therefore, may be regulated and monitored by District personnel. Any information sent over email should not be considered as private dialogue. Information regarding a student sent over email may be subpoenaed. The same protocol used for non-electronic mail should also apply here. Email is non-forgiving. Once a message has been sent, it cannot be retrieved. In addition, campuses should be consistent in their application regarding group mailings. If all paper memos to the entire staff must be approved by the principal, then the same practice applies to electronic mail. Once again, this paragraph emphasizes that the purpose of using these systems is educational and administrative. See CQ (Exhibit) for specifics regarding Internet etiquette for staff and students.

**Disclaimer of Liability** – The District shall not be liable for users’ inappropriate use of electronic communication resources or violations of copyright restrictions, users’ mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

**Explanation:**

The responsibility for appropriate use of any of the electronic systems is placed on the user.

**Copyrighted Materials**

**Exclusive Rights** – Employees of the district shall comply with the provisions of the United States copyright law. Subject to certain specific exceptions (as stated below), the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display by others. Ultimately, any determination regarding whether a use which exceeds the guidelines is a fair use shall rest with a court of law.

**Fair Use** – An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

Performances and Displays — A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.

### **Software Copyright Guidelines**

We recognize the computer software piracy is a major problem for the industry and that violations of copyright laws contribute to higher costs and greater efforts to prevent copying and/or lessen incentives for the development of effective educational uses of microcomputers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. The ethical and practical implications of software piracy will be taught to educators and school children in all schools in the district (e.g., covered in fifth grade social studies classes).
2. When permission is obtained from the copyright holder to use software on a disk-sharing system, efforts will be made to secure this software from copying.
3. Under no circumstances shall illegal copies of copyrighted software be made or used on school equipment.
4. The Technology Coordinator of this school district is designated as the only individual who may sign license agreements for software for schools in the district. Each school using licensed software should have a signed copy of the software agreement.
5. The principal at each school site is responsible for establishing practices which will enforce this district copyright policy at the school level.

### **Classroom Supplies/Instructional Materials/Furniture/Equipment**

Check with the office staff, the librarian, or your team leader for information on obtaining classroom supplies, instructional materials, etc.

Teachers should notify the office staff or the librarian, as appropriate, regarding any damage, disappearance, or need for repair of furniture, equipment, and instructional materials in their care.

The principal will instruct staff members regarding the end-of-year inventory/storage/check-in of such items as lesson plan books, grade books, keys, desk supplies, library-controlled and other equipment and instructional materials, classroom furniture, etc.

## Distance Learning

1. Appropriate permissions and authorizations must be obtained prior to use.
2. Proper log must be maintained.

Violations of the above may result in disciplinary actions and/or loss of access privileges.