

ALBANY ISD
EMPLOYEE HANDBOOK
2020 – 2021



AISD Mission Statement:

The Albany Independent School District will provide a quality education for all learners enabling them to function effectively, successfully and productively in our democratic society

TABLE OF CONTENTS

- Introduction and Notices 5**
 - Acknowledgement Tear-Sheet.....5
 - Personal Information Election.....7
 - Employment Policies.....8
 - Employee User Agreement-District Network and Internet Resources.....9
 - 2020–2021 School Calendar 10
 - Board and Administration Information 10
 - Equal Opportunity Employer 10
 - Right of Association 10
- Important Information About Your Employment in AISD 11**
 - Personnel Records..... 11
 - Attendance and Absences 13
 - Basic Leave Information..... 13
 - Leave Under the Family Medical Leave Act (FMLA)..... 14
 - Eligibility Requirements and Leave Entitlements 14
 - Benefits and Protections 15
 - Requesting Leave..... 15
 - District Responsibilities 15
 - Enforcement..... 16
 - Medical Certification..... 16
 - Medical Examinations 16
 - Paid Military Leave 16
 - Sick Leave Pool/Bank..... 16
 - Breast Milk Expression..... 17
 - On-the-Job Injuries 17
 - Administrative Leave 17
 - Jury Duty..... 17
 - Vacations and Holidays 17
 - Compensation, Benefits, and Pay Schedules 18

Overtime/Compensatory Time	19
Insurance	20
Payroll Deductions	20
Duties and Responsibilities	21
Visitors to the Workplace	21
Duty-free Lunch	22
Faculty/Staff Meetings.....	22
Conference Period	22
Site-Based Committee and Other Committees	22
Staff Development	23
Evaluations/Appraisals	23
Transfers/Reassignments.....	24
Health and Safety.....	24
Pest Control.....	25
Asbestos Management Plan	25
Maintenance and Repairs	25
Standards of Conduct	25
Sexual Harassment/Inappropriate Conduct	26
Inappropriate Social Relationships with Students.....	26
Electronic Communication with Students and Parents	27
Other Harassment.....	28
Tobacco Use	28
Electronic or Vapor “Cigarettes”	28
Alcohol and Drug Use.....	29
Weapons.....	29
Appropriate Language.....	29
Dress and Grooming Standards.....	30
Searches.....	30
Outside Employment.....	30
Work-Related Travel	30
District Credit Cards	31
Purchases	31

Complaints and Grievances	31
Resignation from Employment.....	32
Termination of Employment.....	32
Reports of Misconduct.....	32
References for Others	33
Important Information about Working with Students in AISD	34
Student Records and Confidentiality.....	34
Discipline/Student Supervision and Control	34
Emergency Procedures	35
Reporting Child Abuse or Neglect	35
School Activities and Functions	36
Parent Organizations.....	36
Parent Relations.....	36
Counseling Program.....	37
Special Education/Section 504	37
Student Attendance Accounting.....	38
Curriculum/Instruction	38
Lesson Plans.....	39
Grade Books/Grading Records	39
Grading Guidelines.....	39
Make-up Work	40
Homework.....	40
Field Trips.....	40
Using Film/Movies in Class	41
Tutorials.....	41
Textbooks/Instructional Technology	41
Fund-Raising.....	42
Extracurricular/UIIL Sponsorships	42
Appendix	43

INTRODUCTION AND NOTICES

Welcome—or welcome back—to Albany Independent School District. The purpose of this Employee Handbook is to inform you of important information about your employment in the district and about working with students of the AISD. This Handbook does not replace the school district’s board-adopted policy manual, which contains all the official policies that govern the operation of the district and your employment in the district. However, the information, rules, and standards set out in this Handbook are also expectations for conduct and performance. This Handbook is not a “contract,” and we can make changes to it at any time.

Nothing in this Handbook supersedes or contradicts any district policy or changes any aspect of the employment relationship between you and the district or any terms and conditions of that relationship. All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the board of trustees or a written employment agreement authorized by the board of trustees or the superintendent.

We have tried to make this Handbook easy to read and understand. When we say “you” or “your,” we mean the employee; when we say “we” or “our,” we mean the school district.

Employees have the option of receiving the handbook in electronic format or hard copy. Please indicate your choice by checking the appropriate space below:

_____ I choose to receive the employee handbook in electronic format @ www.albanyisd.net and accept responsibility for accessing it according to the instruction provided.

_____ I choose to receive a hard copy of the employee handbook.



I acknowledge that I have received the Albany ISD Employee Handbook for the 2020-2019 school year and that I am responsible for reading, understanding, and complying with the procedures, guidelines, and requirements contained in this Handbook.

Employee’s Name:

(Please Print)

Employee’s Signature:

Date: _____

The following pages contain several notices about your rights and responsibilities as a school employee. Please complete each form and return it to the Human Resources department/personnel office/superintendent's office within 5 days after you receive this Handbook. We recommend that you keep a copy of your signed forms for your own records.

Personal Information Election

Texas Government Code, Section 552.024, states that “each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body relating to the person’s home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members.”

Please indicate below whether you wish your home address, home telephone number, or information that reveals whether you have family members to be disclosed to the public by the school district. We will not provide your social security number to any member of the public.

I wish to allow public access to

- my home address;
- my home telephone number;
- emergency contact information;
- information that reveals whether I have family members; or
- none of the items listed above.

Signature

Printed Name

Date

Employment Policies

The AISD publishes its entire policy manual on the district's website/posts its employment policies on the district's website. You also have the right to obtain a paper copy of the district's employment policies if you make a request for them. If you wish to receive a paper copy of employment policies, please sign below and submit this form to the principal so that the office will know how many sets of policies to prepare.

I wish to receive a paper copy of the district's employment policies.

(Printed Name)

(Position)

(Signature)

(Date)

Employee User Agreement—District Network and Internet Resources

I have read the Network and Internet Use policy [CQ (LOCAL)] included in this Handbook and understand the conditions for use of the network and Internet resources provided by the AISD for the purpose of promoting educational excellence and supporting instructional goals.

By my signature below, I agree that any use of the network and Internet under my user ID or account will be consistent with that policy. **I understand that district employees have the authority to and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy.** Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of the district’s policy will be considered misconduct and a violation of the employee standards of conduct.

Employee’s Signature

Date

Employee’s Name, Printed

Campus

2020–2021 School Calendar

A copy of the 2020-2021 school calendar can be found online at: www.albanyisd.net.

Board and Administration Information

Board Members:	Place 1	Robert Montgomery, President
	Place 2	Ginny Ivy
	Place 3	Cory Brown
	Place 4	Kalico Leech, Secretary
	Place 5	Kelly Head, Vice-President
	Place 6	Joe Tidwell
	Place 7	Kim Neece

The board of trustees meets regularly on the 3rd Monday of each month at 7:00 p.m. in the AISD Administrative Office. All meetings are open to the public and employees are encouraged to attend if they have an interest in the topics for a particular meeting. Agendas will usually be posted no later than 72 hours before the called meeting at the central administrative office and on the district's website, www.albanyisd.net.

Equal Opportunity Employer

Albany AISD is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, religion, national origin, age, disability, or status as a veteran.

The District's Title IX coordinator is the Albany ISD Superintendent, 325-762-2823, 501 E. South First Street, Albany, TX 76430. Our ADA Coordinator is the Albany ISD Superintendent, 325-762-2823, 501 E. South First Street, Albany, TX 76430. Employees with disabilities may contact the ADA coordinator to initiate an interactive process for seeking reasonable accommodation when necessary or appropriate.

Right of Association

All employees enjoy the right of association and are free to participate or not participate in professional or political organizations of their own choosing. No district administrator will require or coerce you to participate or not participate in any professional or political organization, make or refrain from making a charitable contribution, or attend a meeting called for the purpose of soliciting charitable contributions. No employment-related decisions will be made based on participation or nonparticipation in any professional or political organization or the decision to make or not make a charitable contribution.

School facilities and equipment, however, cannot be used for any political or partisan purpose, except as authorized by the principal or superintendent under district policy. We also will not permit partisan political activity or campaigning by employees in the classroom or other instructional settings or at school-sponsored or school-sanctioned activities or events, including wearing campaign buttons.

IMPORTANT INFORMATION ABOUT YOUR EMPLOYMENT IN ALBANY ISD

Personnel Records: We will maintain records about you at both the campus and central administrative offices. You have the responsibility to make sure that all required records, including your official service record, certificates, licenses, professional development records, and the like are submitted to the appropriate offices when requested. If you have a name or address change during the school year, you must notify us within five days. We will use the address and phone number on file to contact you with official communications, so it is critical that you keep these numbers up to date.

Under the Texas Public Information Act and because you are a public employee, **most of the records we have and keep related to your employment, including your salary, are available to anyone upon written request.** Employees may direct that their home addresses, emergency contact information, and telephone numbers not be released by completing the form, “Personal Information Election,” at the beginning of this Handbook. Official written evaluations for teachers and administrators and other documents that evaluate teachers or administrators are confidential in most circumstances, including under the Texas Public Information Act. We are required to provide evaluations to the Texas Education Agency when it is conducting an investigation, and we must provide them, upon request, to another school district, open-enrollment charter school, or private school at which a teacher or administrator applies. If we receive a request for copies of your personnel records, we will consult with the school’s attorneys to determine which records must be released and will take the necessary steps under the Public Information Act to withhold records that are confidential.

Professional employees who obtain additional certification while employed with the District must provide copies of those certificates to the central office. If you agree to obtain additional certification at our request, you must submit transcripts and certification testing registration forms and test results related to that additional certification to the central office.

We will maintain the following personnel records at the central administrative offices.

All Employees:

- Application References
- Signed employee notices, including Drug-free Workplace

- Completed I-9 Form (and documentation)
- Completed W-4 Form
- Teacher Retirement System enrollment form
- Copy of social security card
- Notice of reasonable assurance (noncontract employees only)
- Evaluations, directives, reprimands
- Verification of additional training/workshops
- Employee leave request and approval forms
- Service record and any required attachments

Professional Employees:

- Affidavit Concerning Improper Relationships (Employees hired as of September 1, 2017)
- Credentials (valid Texas certificate or permit) Official college transcripts
- Employee-signed contract of employment or employment agreement, if applicable
- Teaching schedule or other assignment record
- Teacher-signed receipt for a copy of TEC Chapter 37, Subchapter A regarding student discipline and related local board policy
- Evaluations and T-TESS information, directives, reprimands

Educational Aides:

- Certification
- Official transcripts of any college work

Bus Drivers:

- Proof that applicant is at least 18 years of age
- Proof of valid driver's license
- Pre-employment drug-screening test
- Post-offer employment physical
- Driver's license check and proof of safe driving record
- Valid driver training certificate
- Previous employers' alcohol-and drug-screening test information

Attendance and Absences: Punctual and consistent attendance at work is a fundamental requirement of your employment in Albany ISD. **Excessive absences or repeated tardiness in reporting for duty can result in the termination of your employment.** "Excessive" absences are any that are not in compliance with our policies and procedures for taking available local, state, or

federal leave. If you are going to be absent or late for work, you must contact the campus administration or secretary no later than 7:00 a.m. This contact must be made every time you are absent or late unless you have provided the superintendent or other appropriate central office personnel with more specific long-term information from your treating health care provider.

We do not have a category of leave called “leave without pay.” If you are absent in excess of the number of days of paid leave you have available under district policy, you are simply absent and will not be paid for those days. Employees who are paid on a salary basis will have appropriate deductions made from the regular salary payment for absences in excess of accumulated leave. If you do not comply with our policies and procedure for notice of an absence or for requesting leave, you will not be paid for those days of absence even if you have leave available.

Basic Leave Information

The complete text of the policy on leaves and absences [DEC (LEGAL) and (LOCAL); DECA (LEGAL)]; is included in the Appendix, but we are providing a brief summary of the most commonly used kinds of leaves in this Handbook.

All full-time employees receive five days of state personal leave each year. Part-time employees or those who work less than a full year receive a pro-rated number of days. Additionally, the district provides 5 days of local leave each year. Refer to DEC (LOCAL) for specifics on using each kind of leave. You can always use accumulated state or local leave for your personal illness or injury or the illness or injury of an immediate family member.

Days taken as “personal leave” must be requested 2 days in advance or as directed by your campus principal. You cannot use personal leave during the first and last weeks of a semester, immediately before or after a holiday, or during state or local testing periods. We will try always to honor timely requests for personal leave that comply with policy requirements, but your principal or supervisor may withdraw approval if unforeseeable absences among other staff (bad weather, flu or other transmittable disease) would affect the efficient and effective operation of the campus or department.

Leave Under the Family and Medical Leave Act (FMLA)

Eligibility Requirements and Leave Entitlements

If you provided at least 1250 hours of service to the district in the 12 months preceding your need for leave, you are eligible to receive up to 12 weeks of unpaid, job-protected family medical leave (FML) during the 12-month period stated in DEC (LOCAL) 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;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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.

Our policy requires concurrent use of FML with all other kinds of leave, so some or all of your FML may be with pay, depending on how much leave you have accumulated. If you are using FML, we will communicate directly with you about the details of your absence.

Benefits and Protections

During FML, we will continue to pay the district's portion of premiums to maintain your individual participation in our health insurance program as if you were on active duty, but you will have to make arrangements for making payments of any employee portion you normally make for coverage.

Upon return from FML, 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.

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

Requesting Leave

All communications about absences related to chronic, serious, or recurring health conditions for you or an immediate family member or related to military service must be directed to the Superintendent's Office to ensure you receive the benefits to which you are entitled and to protect the confidentiality of any medical information you provide to us.

When you can foresee the need for FML such as for childbirth, scheduled surgery, or scheduled medical treatments, you must notify us and request the leave at least 30 days in advance. If 30 days' notice is not possible, you must inform us of the need for leave at least two working days before the leave. In emergencies when the need for FML is not foreseeable, you or a close family member must notify us of the need for FML as soon as practicable, generally on the same day that you are aware of the need for FML or the next business day. You must follow the usual procedures for reporting absences to the extent possible.

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 FML was previously taken or certified.

The district can require a certification or periodic recertification supporting the need for leave. If the district determines that the certification is incomplete, we will provide a written notice indicating what additional information is required.

District Responsibilities

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

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.

Medical Certification

We have the right to and will ask you to provide periodic information from your treating doctor to verify the need for FML or other medical absences and to give us some idea of when you will be able to return to duty. We will provide forms for your doctor to complete. Your failure to provide the necessary information to us can affect your eligibility for leave and will be treated as a failure to follow district policy and procedures.

Medical Examinations

We have the right to and will ask you to have a medical or psychological examination paid for by the district if we believe that your condition is interfering with the performance of your regular duties or that you are a health or safety risk to yourself or others. Your failure to cooperate in this situation will be treated as a failure to follow district policy and comply with directives.

Sick Leave Pool/Bank

A District sick leave pool shall be established from voluntary donations of local sick leave or state personal leave by individual District employees to assist a fellow employee who has exhausted all paid leave and who suffers from a medically certified personal illness or disability, including pregnancy related matters, or is a caregiver to a member of the employee's immediate family with a medically certified personal illness or disability, including pregnancy related matters.

Establishment: A request for the establishment of a sick pool shall be made in writing to the Superintendent. Pooling may be requested when an employee is expected to exhaust all available paid leave. On call for voluntary donations shall be made for each pool.

The Superintendent or designee shall then initiate the sick leave pool for the employee and notify District staff. The sick pool shall be created by voluntary contributions by District staff for a specific individual and donated days shall be designated to a specific pool. Contributions may consist of one to five leave days per employee per leave request. District staff will have two weeks to submit donated leave days after a request has been sent out. Donations of leave shall be charged and recorded according to DEC (LOCAL):

1. At the employee's discretion, either the current year local sick leave or the current year state personal leave. Once either category of leave is exhausted, any additional days shall be charged to the other category, as available.
2. Accumulated local sick leave.
3. Accumulated state personal leave.

Procedure:

- A school employee sends a request to the Superintendent or his designee, who then sends out a District wide email requesting donated days for that specific employee.
- Employees then decide if they wish to donate and how many days.
- The requesting employee is not informed who donated or how many days each person donated.
- If leave ends before all days are used, the remaining days are given back to the donors whose days were not used.
- No "pool" of days exists. Donations are made on a case by case basis. There is no need for a committee to determine who receives days and how many days, etc.

Cessation of Sick Leave

A sick leave pool ceases to exist six weeks after the employee returns to work to allow for follow up appointments and/or rehabilitation, or when the sick leave pool is depleted. If the leave pool is depleted before the employee returns to work, he or she may submit a new request.

Unused sick leave pool days shall revert to the donors and shall be returned to the donors whose days were not used. No general pool/bank shall remain in existence.

Families First Coronavirus Response Act - COVID - 19 Leave

This leave is for all employees who test positive for COVID-19 or care for an individual who test positive.

Qualifying reasons for leave applies if employee is unable to work or telework:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in 1 or self-quarantine as described in 2;
5. Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration of Leave

- For reasons 1– 4 and 6: A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period
- For reason 5: A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period
- Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19 (school or place of care is closed or a child care provider is unavailable)

An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

The Families First Coronavirus Response Act is meant to temporarily replace FLMA so that families may continue to receive pay during a COVID-19 leave.

Currently only applicable until December 31, 2020.

Calculation of Pay

- For leave reasons 1,2, or 3: employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period)

- For leave reasons 4 or 6: employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period)
- For leave reason 5: employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period)

Extended Leave

After all available state and local leave days have been exhausted, an employee shall be granted in a school year a maximum of 30 leave days of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury, or for absence related to the illness or injury of a member of the employee's immediate family. For professional employees, the average daily rate of pay of a substitute shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed. For employees other than professionals, an amount equal to one-third the individual employee's daily rate of pay shall be deducted for each day of extended sick leave taken.

Order of Use:

1. *Local Leave*
2. *State Sick Leave*
3. *State Personal Leave*
4. *Donated Leave from Sick Pool*
5. *Extended Leave*

Paid Military Leave

If you are 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, you are entitled to paid leave when engaged in authorized training or duty ordered by proper authority. Paid leave is limited to 15 days each fiscal year. Following exhaustion of this paid leave, you may use available state and local personal or sick leave while on active military service.

Breast Milk Expression

The district allows female employees who have given birth in the last year to have a reasonable amount of break time to express breast milk in a facility that is not a multiple user bathroom and is shielded from view and free from intrusion. For non-exempt employees, such breaks are unpaid and do not count as hours worked. Notify your supervisor of your needs and to schedule breaks.

On-the-Job Injuries

If you are injured while performing your duties for the district, you must notify your supervisor immediately so that we can comply with our responsibilities under workers' compensation laws. We provide workers' compensation coverage for all

employees. If an injury at work causes you to be absent, it is your responsibility to inform us whether you wish to use accumulated leave in order to receive full pay during your absence to the extent of accumulated leave or whether you wish to save your accumulated leave and receive only the temporary income benefits that are available under the workers' compensation laws. **If you do not inform us of your choice, we will NOT charge your absence to accumulated leave and you will receive only temporary income benefits.** If absence because of a work-related injury also qualifies as a serious health condition under the FMLA, you will also be charged with FMLA during your absence.

Administrative Leave

The superintendent can order that any employee be placed on administrative leave, usually with pay, when he/she determines that it is in the district's best interest to do so.

Jury Duty

You will be paid your regular rate of pay and will not use accumulated leave while you are responding to a call for jury duty, including service on a grand jury.

Vacations and Holidays: Only employees in 12-month positions receive paid vacation. We encourage eligible employees to schedule and take vacation they have earned. Maintenance and Custodial staff must take their full or remaining vacation days during July.

If you are in a position eligible for vacation, you will earn paid vacation days at the rate of 1 day per month. Maintenance and Custodial Staff start earning vacation days beginning September 1st of every year and all other 12-month employees begin July 1st. You are not eligible to take paid vacation until you have completed 6 months of employment. Vacation must be scheduled at least 2 weeks in advance with your supervisor who may consider the needs of the district and other scheduled absences in approving requests for vacation. The maximum number of vacation days that you can accumulate is 10; the maximum length of vacation at one time is 2 weeks. Accumulated but unused vacation cannot be converted into pay at the termination of employment.

The annual district calendar published at the beginning of this Handbook shows the days scheduled as paid holidays.

Compensation, Benefits, and Pay Systems: The board of trustees annually will adopt or approve salary and pay systems for all classes of employees in conjunction with the annual budget adoption process. We do not pay anyone on a "daily" basis; non-exempt employees are paid based on the hours worked within a pay period or on a monthly salary basis; contractual or exempt employees are paid on a monthly salary basis. The superintendent will make decisions about where to assign individual employees within the ranges and positions set in the systems. The business office will notify you at the beginning of the school year of your anticipated pay rate and whether you are classified as exempt or non-exempt for purposes of providing overtime or compensatory time. **This notice is not a**

contract; it is provided for your information only. If we discover during the school year that either you or we made an error in that information, we will make adjustments to remaining salary or pay to correct the error. This correction during the payment term may increase or decrease your regular pay check.

We pay employees monthly on the 10th. As a benefit to employees, we provide a direct deposit option for your pay checks. If you wish to take advantage of this convenience, please contact the business office to make arrangements.

As a benefit to our employees and to provide a measure of predictability for employees' personal budgeting purposes, we will calculate or estimate an expected monthly pay for all employees, whether employed by contract for a specific amount of money over the entire term or employed on an at-will basis at an hourly rate of pay. If you are under a contract for fewer than 12 months or in a position that does not require you to provide active service for 12 months of the year, we will set aside a portion of that monthly pay each month to provide a regular paycheck during the one or two months in the summer that you are not actively working. This is known as annualizing compensation. Each month, however, we will compare your estimated monthly pay with the number of hours or days actually worked, including days of paid leave in accordance with district policy, and will make adjustments as necessary to ensure that you are paid correctly for time worked.

Overtime/Compensatory Time

If you are an employee who is covered by the minimum wage and overtime requirements of the Fair Labor Standards Act, you must keep accurate records of all time worked for the district. This means that you must record on the documents or through the system that we provide the actual time that you begin work each day, the time you take for lunch, and the time you stop working each day. We generally expect that non-exempt employees will not work more than 40 hours in a work week. Our work week begins at 12:01 on Sunday and ends at midnight on Saturday.

All overtime must be approved in advance by your supervisor. Working overtime without prior authorization is insubordination and may result in the termination of your employment.

You will receive compensatory time off at the rate of 1½ hours of paid time off for every hour worked in a work week above 40 hours. You can accumulate a maximum of 60 compensatory time hours before we will require you to take compensatory time off. The number of hours taken at a time is the supervisor discretion

Insurance

We will hold meetings with all staff at the beginning of each school year to provide information about the insurance programs that are available to you, including optional coverage for long-term and short-term disability, additional group life insurance, vision and dental coverage. We make a contribution to the basic health coverage for all employees and will make this contribution so long as you are using accumulated paid leave or FML. If you have an illness or injury that exhausts all

paid and FML, you may continue to participate in our health insurance for 6 months by paying your own premiums in advance. At the end of that time, you will be offered the opportunity to pay for continuation coverage.

Payroll Deductions

We will make all required state and federal deductions from your gross pay each pay period. We will comply with any court order to deduct child support payments from your gross pay and with any valid orders to deduct federal school loan payments or pay a portion of your wages directly to the Internal Revenue Service. Other regular deductions may include:

- amounts that you are required to pay to maintain health insurance coverage for yourself and any dependents you have chosen to include in the district's health plan,
- amounts that you elect to pay for optional insurance coverage or additional investments, or
- professional organization dues if you have requested us to make those payments.

We provide a Section 125 Cafeteria Plan under federal tax laws that allow you to request that some regular and optional deductions be made from your gross salary before federal income withholding taxes are calculated. We will hold information sessions at the beginning of the school year to explain this program and give you the opportunity to make decisions and complete any paperwork necessary to participate.

Duties and Responsibilities: All employees are subject to assignment and reassignment. At the campus level, the principal will ultimately determine your assignment. The superintendent can make assignments and reassignments between campuses and positions. Teachers may be assigned to any teaching assignment for which they are or can be qualified.

You will receive a copy of the job description for your assignment at the beginning of your employment or when your job description changes. Your principal or supervisor can assign additional duties if needed in order to make sure that the campus or department is running effectively and efficiently. Ordinarily, you will not receive any additional compensation for those duties, except as may be necessary to provide compensatory time for non-exempt employees.

The work day is not the same as the instructional day. Principals may set hours of work for employees that require you to be on duty before daily instruction begins and after daily instruction ends. The work day for employees is

- 7:30 a.m. to 3:45 p.m. Monday-Thursday & 7:30 a.m. to 3:00 p.m. or until all students you are responsible for are gone on Friday for teachers and instructional aides at **Nancy Smith Elementary**.

- 7:30 a.m. to 3:45 p.m. Monday-Thursday & 7:30 a.m. to 3:00 p.m. or until all students you are responsible for are gone on Friday for teachers and instructional aides at **Albany Junior High/ High School**.
- Office support staff is assigned by your supervisor.
- Food Service staff is assigned by your supervisor.
- Maintenance/Custodial staff is assigned by your supervisor.
- Transportation staff is assigned by your supervisor.

If you wish to leave campus during the school day for any reason other than taking a duty-free lunch, you must receive permission from the principal or your direct supervisor and sign out in the office indicating the time and purpose for leaving campus and sign in when you return.

Visitors to the Workplace

Any visitor for you during the working day must check in with the principal or supervisor and receive permission to go to your work site. Ordinarily we will not allow personal visitors to disrupt classroom instruction, so teachers should inform potential visitors of the time scheduled for a conference period or lunch period. We will not allow frequent or lengthy visits by friends or family to interfere with your performance of your assigned duties.

Duty-free Lunch

All teachers and librarians will receive a 30-minute duty-free lunch at least four days each week. During this time, teachers and librarians have no responsibilities related to supervising students and may leave campus, provided they return within the allotted 30 minutes. If we are experiencing a personnel shortage, economic conditions that limit our ability to hire lunchroom monitors or support staff for this purpose, or in unforeseen circumstances, we may have to assign teachers and librarians to supervise students during their lunch no more than one day per week. We will make efforts, though, to provide lunchroom supervision using parent volunteers or support staff so that teachers and librarians can be provided a duty-free lunch each school day.

Faculty/Staff Meetings

Your principal will periodically schedule meetings for all teachers and other professional staff and sometimes for all staff. These meetings will usually be in late afternoon after students have been released for the day. Important information about district and campus operation and programs at the campus is communicated in these meetings, which also provide an opportunity for employees to communicate ideas and issues to the administration. You must attend these meetings unless you have contacted the principal in advance and received permission to be absent.

Conference Period

All teachers will receive a conference period of not less than 45 minutes daily. The purpose of the conference period is for teachers to plan and prepare instruction, to grade student work, to hold meetings with parents, and to hold meeting with students. We cannot require you to do anything else during your conference period; **however, you are required to use your conference period for those stated purposes.** You will not ordinarily be permitted to leave campus during your conference period to run errands, keep doctor or other appointments, or for any other purpose. Very occasionally, we may allow teachers to oversee another teacher's classroom during a conference period to provide for an unexpected absence or other administrative reason.

Site-Based Committee and Other Committees: Our district and campus site-based committees provide a valuable service to the district and the campus. If you are interested in serving on this or any other committee, please see your principal for more information.

Staff Development: A prepared, well-trained professional and instructional support staff is essential to our providing a quality education to all the students of AISD. We have scheduled 4 days of professional development into the annual calendar. On these days' students will not be present, and professional and instructional support staff must participate in training and development opportunities, under the conditions and guidelines described here.

100% of the scheduled professional development days are mandatory for all professional and instructional support staff to attend. During these days, all staff will participate in training in topics or areas that have been identified either in our annual district improvement plan or in your campus improvement plan.

On the 4 days of professional development days, we will provide a range of opportunities for training. However, teachers and other professional staff who have obtained training and professional development on their own may be permitted to substitute those training hours. In order to substitute individual professional development for required days, you must request the substitution from the principal in advance. Your principal will review your request in view of training areas and topics targeted in the campus improvement plan and in view of your assignment and need for training. Training where the employee is paid by the trainer or anyone else associated with the training is ineligible, as well as, on contracted days when training occurs (ie. Coaching school). Employees who have not made arrangements to substitute individual training or professional development must be present and participate in the training and development opportunities. Required staff development days not completed will result in a salary reduction appearing in the employee's September payroll check.

Evaluations/Appraisals: All employees will be evaluated or appraised in writing by their supervisors. Teachers will ordinarily be appraised annually, but may be appraised less frequently if they agree in writing and the most recent appraisal showed no areas of deficiency. However, everyone will be evaluated at

least once every five years. You will have an opportunity for a conference with your supervisor to discuss your evaluation and expectations for performance. An important part of your supervisor's job is overseeing and assessing employee performance throughout the school year, and your supervisor may provide written documentation to you relating to your performance as he or she determines appropriate.

Teachers are appraised using the Texas Teacher Evaluation and Support System (T-TESS) and will receive orientation to the system early each school year.

Transfers/Reassignments: You can request a transfer to another campus or department for the following school year by completing a Transfer Request Form and submitting it to superintendent no later than April 1st. We will talk to your current principal or supervisor and the principal or supervisor of the campus or department where you want to transfer. Under state law, the principal of the receiving campus has the authority to approve or reject all staff assigned to his or her campus.

The superintendent has the authority under state law and district policy to transfer or reassign any employee in the district.

We will usually post vacancies within the district on bulletin boards in the central administrative office and in the principal's office of each campus or on the district's website. All current district employees are eligible to apply for other jobs in the district, but we will not consider any applicant for any position who does not meet the minimum requirements posted for the position. If a current employee is selected for an interview, the employee will be notified and an interview time scheduled.

Health and Safety: We strive to maintain a safe and healthy work environment. All employees share the responsibility for helping to keep the workplace safe and to avoid injury to themselves or others. Certain employees will be required to receive particular health and safety training, as required by state law and outlined in DBA (LEGAL) and DMA (LEGAL). Aside from those required trainings, we will provide training from time-to-time for all employees on how to avoid accidents in the workplace. Violating safety standards pertinent to your assignment can result in disciplinary action. We remind you that you must report a job-related injury immediately to your supervisor so that the district can complete required reports under the workers' compensation statutes and rules.

We comply with the state Hazard Communication Act and maintain current lists of hazardous chemicals used in the district and current Material Safety Data Sheets. If you want or need this information, please contact your principal or supervisor.

Pest Control: Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

Asbestos Management Plan: The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in district facilities, is available in the Superintendent's office during regular business hours, 8:00 a.m. to 4:00 p.m., Monday through Friday. If you have any questions, please contact the superintendent's office.

Maintenance and Repairs: We strive to keep all our facilities clean, well-maintained, and in good repair. Teachers and other employees must ensure that they do not store items in their classrooms or offices that will attract pests of any kind. If your classroom or office needs maintenance or a repair, complete a Maintenance Request Form and submit it to your principal or supervisor. If you believe that your work area or classroom is not being adequately cleaned, contact your principal or supervisor. Do not take it on yourself to direct the work schedule or activities of our custodial and maintenance staff.

Standards of Conduct: We expect all district employees to treat each other, students, and parents or other patrons of the district with common courtesy and respect at all times. We hold our students to a high standard of conduct, as expressed in the Student Code of Conduct, and we expect no less of our employees. All district employees serve as role models for our students and must conduct themselves at work and in public as honest, law-abiding citizens who publicly demonstrate good judgment and professional decorum, at all times.

The Educators' Code of Ethics is included in the Appendix of the Handbook. By law, it applies to all district employees who hold a certificate issued by the State Board of Educator Certification. By local policy, it applies to all employees in the district. You should read and be familiar with the standards and expectations expressed there because these are the standards and expectations we will impose on you.

If you are arrested for or convicted of a felony or any crime of moral turpitude, you must report that fact to your principal or immediate supervisor within 3 days. Offenses involving moral turpitude include without limitation theft or attempted theft of any kind, fraud of any kind, sexual offenses, any assaultive or violent offense, bribery, perjury, drug or alcohol offenses, offenses constituting abuse or neglect under the Texas Family Code, or any other offense contrary to justice, honesty, modesty, or good morals.

Sexual Harassment/Inappropriate Conduct

We do not allow employees to engage in sexual harassment of other employees, students, parents, patrons, or vendors to the school. No district employee is permitted to have a sexual or romantic relationship with a student, regardless whether the student or parent welcomes or approves of the relationship.

Sexual harassment is any unwelcome conduct of any kind that is based on a person's sex or that would not occur but for the sex or gender of the person and that is so severe or pervasive that it deprives a person of the benefit of his or her

job or education. Isolated incidents of inappropriate sexually charged conduct may not amount to sexual harassment, but they are still prohibited under our standards of conduct and should be reported to an administrator so that he or she can look into the situation.

We provide mandatory training periodically for all employees on how to recognize, prevent, and avoid sexual harassment.

If you believe you are the victim of sexual harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint. Our complete policy on sexual harassment and the process for bringing a complaint is included in the Appendix to this Handbook.

Inappropriate Social Relationships with Students

School employees are always in the public eye, and the expectation is that they will always observe professional boundaries in their personal relationships with students, including students enrolled in private or public schools. District policy also prohibits employees from having “inappropriate social relationships” with students. So there is no confusion or misunderstanding about the District’s standards on this issue, the following interactions or communications with students will generally be considered an “inappropriate social relationship”:

- Communications with students, whether by telephone, email, instant message, Twitter, text message, or any other form of electronic or digital communication at any time, unless the communication is directly related to your assigned duties and responsibilities, e.g., the student’s homework, class or team activity, school club, or other school-sponsored activity;
- Engaging in personal conversations with students about either the student’s or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other;
- Taking a student away from school during the school day without obtaining express permission of the student’s parent or the principal;
- Visiting students at their homes when a parent is not present or inviting a student to your home without prior express permission of the student’s parent;
- Giving gifts of a personal nature (clothing, perfume or cologne, jewelry, etc.) to students at school or at any time without the parent’s knowledge and permission; and
- Playing “favorites,” e.g., allowing specific students to get away with conduct that is not permitted from other students.

Electronic Communication with Students and Parents

- Electronic communication means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer,

computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.

- When contacting a student via electronic means, the employee shall copy the student's parent/guardian in the communication. This includes cc: in email and texting to both the student and parent/guardian's phone number.
- Each employee has the right to refuse to provide his/her personal email address, telephone number, or other personal electronic account information.
- In the event a student sends an inappropriate message to an employee, that employee should notify the principal of the campus in which the student attends school. The employee should notify the principal in writing that an inappropriate message was sent within 48 hours of receipt of the message.
- The Texas Public Information Act now requires that any district information you maintain on a privately-owned device must be preserved for a specified period of time. Therefore, you must forward any such information as you acquire it to the superintendent or designee.
- The requirement to forward public information on privately owned devices is burdensome, and communication about school issues through personal email accounts or text messages cannot otherwise be preserved in accordance with the district's record retention policy. To avoid these problems, all staff are directed to use school email accounts for all electronic communications with parents.

Other Harassment

We also do not allow employees to harass each other based on race, color, gender, national origin or ethnicity, religion, age, or disability.

Harassment on these bases includes physical, verbal, or nonverbal conduct when it is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with someone's work performance; creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects someone's employment opportunities.

If you always conduct yourself in the workplace with common courtesy and respect for your co-workers, harassment will never be a problem for you. You should be sensitive to the desires of your co-workers in making or displaying personal religious expressions in the workplace and should not engage in unwelcome religious discussions or proselytizing in the workplace.

If you believe you are the victim of harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint. Our complete policy on harassment and the process for bringing a complaint is included in the Appendix to this Handbook.

Tobacco Use

We do not allow any use of any tobacco product on school property, indoors or outdoors, at any time by any person. This prohibition includes any tobacco use in a school-owned vehicle. Because you are a role model for students, we also prohibit you from using any tobacco product in the presence of students when you are serving in any school-related capacity. If you are a tobacco user, you must leave school property—with the permission of your supervisor—in order to smoke or otherwise use a tobacco product.

Electronic or Vapor “Cigarettes”

The district recognizes that electronic or vapor cigarettes are not “tobacco”; nonetheless, we believe the use of those devices in the presence of students or while otherwise on school property or at school events may encourage students to experiment with tobacco cigarettes or other nicotine delivery devices. Thus, employees will not use electronic or vapor “cigarettes” in school buildings or the presence of students.

Alcohol and Drug Use

You are prohibited from using or being under the influence of alcohol or any illegal drug or controlled substance at work or at any school-sponsored activity, whether you have an official role in that activity or not. If we have any reason to believe that you are under the influence of alcohol or drugs at school or while engaged in any school activity, we may transport you to a medical facility and require you to be tested, at our expense, to determine blood alcohol level or other relevant information.

We conduct pre-employment and random testing for drug and alcohol use for all transportation department employees and other employees in safety sensitive positions. If you are required to have a commercial driver’s license or drive a school-owned vehicle as any part of your assigned duties and responsibilities, you will be subject to drug and alcohol testing. We are required to make a report to Texas Department of Public Safety if you test positive for alcohol or drugs, refuse to provide a specimen for testing, or provide an adulterated or diluted, or substitute specimen for testing. If you have questions about the details of the drug testing program for employees, talk to your supervisor and also see policy DHE (LEGAL) and (LOCAL).

You cannot provide alcohol or illegal or prohibited drugs to students and must not allow students to use alcohol or illegal drugs in your presence, at any time or place. You are also prohibited from providing any type of over-the-counter medication or dietary supplement to students. Only designated school employees may administer prescription medications or over-the-counter medications to students, in accordance with Board policy.

Weapons

You cannot bring any firearm or any other prohibited weapon on school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place, unless you have written permission from the superintendent or board of trustees. If you hold a license to carry a handgun, you may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, as long as the handgun or firearm or ammunition is properly stored, and not in plain view. A list of prohibited weapons and their definitions is in the Code of Student Conduct and in board policy at FNCG (LEGAL).

Appropriate Language

As a role model for students in the school setting, including at extracurricular activities at any location, all employees are expected to refrain from using profanity or vulgar language, both in the presence of students, whether enrolled in this district or any other district, and to each other.

Dress and Grooming Standards

You must maintain a clean, neat, modest, professional appearance at school and school activities. Food service and maintenance/custodial employees may be required to comply with specific dress and grooming standards for health and safety reasons. Your supervisor will provide more detailed information about these requirements.

Rule of Thumb: If we expect it out of our students then we must set the example.
--

Personal Use of Electronic Media

Policy DH

Electronic media includes all forms of social media, such as text messages, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn). 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 media as they are for any other public conduct. If an employee's use of electronic media interferes with 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 family, 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 media 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 not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices of Texas Educators, even when 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 Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy EFE]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

Searches

We can search you, your work area, your vehicle on school property, or your other possessions or property at school with or without your consent if we have a reasonable basis to believe that the search will turn up evidence of work-related misconduct. Any search we conduct will be reasonably related in scope to the circumstances that justified the search in the first place.

School Vehicles:

The school will provide a school vehicle whenever possible for training and necessary meetings. Vehicle usage or mileage claims do not apply to events or training in which you are being paid extra by another entity to attend such functions. School vehicles are meant to be used for school business. Extraordinary usage or convenience is at the risk and expense of the employee who has checked out the vehicle. All mileage reimbursement will be at the discretion of the administration. If a district vehicle is available and the employee chooses to use their own, mileage will not be reimbursed. Employees may not use wireless

communication devices while driving district vehicles with students on board CNC (LEGAL).

Outside Employment: You are free to have employment outside the district so long as those duties do not interfere with your performance of duties for the district and are not inconsistent with your position in the district. However, if you are using FML, temporary disability leave, or any other type of medical leave under our policies, you may not work at any other employment during that leave. Teachers may not tutor their own students for pay during the school year.

Work-Related Travel: Any travel on our behalf must be approved by the principal or superintendent in advance. Reservations and costs for air travel and overnight accommodations will usually be made with district credit cards through the business office. We have an approved per diem rate for meals when traveling on school business. You will not be reimbursed for any amounts in excess of the approved per diem amount. No employee may receive both a per diem allotment and reimbursement for actual meal expenses. No employee may receive a per diem allotment for meals purchased with a district credit card. We will reimburse you for your out-of-pocket expenses for rental cars, parking, and other approved expenses at a rate not to exceed that permitted under the state travel allowance guide, provided you submit receipts and complete the district's required travel expense form. We will not reimburse you for alcohol and will not pay for personal charges on hotel/motel rooms such as in-room movies.

When feasible, work-related travel will be in a district-owned vehicle, and we will reimburse you at the rate authorized under the state travel allowance guide for gasoline purchased with your own credit card or money. If you use your own car for approved work-related travel, we will pay you for mileage at the current approved rate, but will not reimburse you for gasoline, which is included in the mileage rate. Employees must submit receipts to be reimbursed for expenses other than mileage. All bus mileage must be recorded in the folders located on the bus. We receive some state funding for these miles if it is documented properly.

District Credit Cards: We will issue district credit cards to certain employees, campuses, and departments. Your principal or supervisor will provide detailed information on use of district cards; however, these cards are for district-related and -approved use only. If you are issued or allowed to use a district credit card, you may not use it for any personal expense at any time. It is a violation of the terms under which the card is issued to us and of employee standards of conduct for you to make a personal purchase with the card, even if you reimburse the district at a later time.

Purchases: All purchases with school funds, or for which you will seek reimbursement from school funds, must be approved in advance with an authorized purchase order. We will not pay for or reimburse for any purchases that do not comply with our required procedures. You will be personally responsible for any purchases that do not comply with our required procedures. **No school employee other than the superintendent and others specifically**

designated by the board of trustees can sign a contract that binds the district. All contracts for purchases of goods or services, including vending contracts, yearbook publication contracts, graduation supply contracts, and so on must be submitted to the business office for review and approval **before they are signed.** If you sign a contract other than in accordance with these requirements, we will not be responsible for any amounts to be paid under that contract and you may be personally responsible.

Complaints and Grievances: We encourage you to attempt an informal resolution of any complaints or concerns you have about the workplace by talking to your principal or supervisor. However, you have the right to bring a written complaint about wages, hours, or conditions of work or if you believe that you have been harmed in some way by the violation of a law or policy. Complaints must be filed within 15 business days of the event you are complaining about. We will not entertain untimely complaints. Our policy generally provides for a three-step process, beginning with the principal or immediate supervisor and ending with the board of trustees.

At-will employees may complain about the termination of their employment through this process, and probationary teachers whose employment is terminated at the end of a school year in the best interest of the district may also use this process to present a concern about that decision to the board of trustees. All other employees must use the specific processes described in law, policy, and their contracts to raise issues related to contract nonrenewal or termination.

The full text of our DGBA (LEGAL) and (LOCAL) policies regarding complaints and grievances and the form for filing a complaint are included in the Appendix to the Handbook.

Resignation from Employment: Any employee who has a probationary or term, must submit a written resignation to the superintendent. Do not submit a resignation to the principal. The superintendent is the only person with authority to accept resignations from contract employees. Other employees can resign by informing their immediate supervisor, preferably in writing, who will inform the superintendent. Resignations submitted by a contract employee to be effective at the end of the school year are final when they are submitted and cannot be withdrawn. It is not necessary for the Superintendent or any other person or body to take action to accept a resignation effective at the end of a school year.

Termination of Employment: Please refer to our policies regarding termination or nonrenewal for the processes involved in ending employment in the district. Generally, at-will employees can be dismissed from employment at any time for any reason or no reason, provided it is not an illegal reason.

We will try to conduct an exit interview with every employee who leaves district employment for any reason. We will delay the delivery of the last paycheck until all district equipment, keys, or any other district-owned property or materials have been returned and accounted for.

Reports of Misconduct

Reports regarding Educators

Resignations and terminations of certified educators, including educational aides, must be reported by the superintendent within 7 business days to the State Board for Educator Certification (SBEC) if there is evidence that the employee engaged in certain misconduct:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor (unless the superintendent has completed an investigation into the misconduct and determined that the educator did not engage in the misconduct)
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor (unless the superintendent has completed an investigation into the misconduct and determined that the educator did not engage in the misconduct)
- 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

In addition, a superintendent is required to notify SBEC within 7 business days when a certified employee or an applicant for certification has a reported criminal history. "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).

Further, a principal must notify the superintendent within 7 business days of an educator's termination or resignation following an alleged incident of the misconduct listed above or the principal's becoming aware of an educator's criminal record that was not obtained through FACT.

Reports regarding noncertified employees

The Superintendent also must report to the Commissioner of Education within 7 business days when a noncertified employee is terminated or resigns and there is evidence that the employee abused or otherwise committed an unlawful act with a student or minor; or was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor. A principal, likewise, must report such instances to the Superintendent within 7 business days.

References for Others

SBEC may suspend or revoke the certification of an educator that assists another person in obtaining employment at a school district or charter school if the person knew that the other person had previously engaged in sexual misconduct with a minor or student in violation of the law.

IMPORTANT INFORMATION ABOUT WORKING WITH STUDENTS IN ALBANY ISD

Much of the information in this section of the Handbook applies primarily to teachers and other professional employees working directly with students on a daily basis. Some of the information, however, applies to all employees. We will use the term “employees” when we mean everyone and “teachers” when we mean professionals. We will also continue to use “you” and “your” as appropriate.

Student Records and Confidentiality: Education records and information maintained about students that is related to their education are confidential under federal law. You will often learn personal information about your students and their families in the course of your work for the district. You must not discuss students or their families—their conduct, their academic achievement or academic failings, or personal information—with anyone unless you need to share the information with another employee or someone working with the school district for a reason related to the child’s education. Board policy at FL contains complete information related to the confidentiality of student records.

Discipline/Student Supervision and Control: The board-approved Student Code of Conduct contains all the rules and requirements for conduct and discipline. You will receive a copy of the Code and must be familiar with the rules of conduct. Each employee has the responsibility to be mindful of student conduct at all times and to intervene if students are harming each other or school property. In other situations, if you observe student misconduct, promptly inform the principal or assistant principal. In most circumstances, only professional employees will actually impose or administer disciplinary consequences. Employees can use reasonable restraint of students to prevent injury to the student or other students or employees, or to prevent property damage. However, students with disabilities can be restrained only in emergency situations.

Classroom teachers have the authority and responsibility to develop and communicate rules for classroom behavior. We expect you to handle minor disturbances in the classroom through these rules. However, if a student engages in classroom conduct that violates the Code of Conduct, complete a discipline referral form and send the student to the office.

Any employee who observes students acting in any way that could be construed as harassment or bullying under the Code of Conduct must promptly report the conduct to the principal or assistant principal and should intervene to correct or stop the conduct when possible. If you reasonably believe the conduct is sexual abuse or other maltreatment of a child, then you must also make the required report to Child Protective Services or local law enforcement.

Classroom teachers should not leave students unattended at any time and must not leave them unattended for more than a minute or two in an emergency. This rule is particularly important at the elementary grades, but also applies at the secondary grades. If you must leave your classroom during instruction because of an emergency, inform the office so that we can make arrangements to have an adult present in the classroom while you are gone.

Emergency Procedures: We have developed a district-wide plan for use in case of dangerous weather or other emergency or crisis situations. This plan is posted at each campus in the offices and classrooms. You must be familiar with these procedures and follow them. Your calm demeanor and confidence in dealing with an emergency or crisis situation at school will help your students remain calm so that they can respond as needed. We will conduct emergency procedure exercises periodically—some announced to staff, some unannounced.

In situations where weather conditions may interfere with the school schedule, listen to or watch KTAB 32, KTXS 12 or KRBC 9, or check the district’s website. The superintendent will make all decisions regarding the necessity for an early release, delayed start time, or school closure because of the weather.

Reporting Child Abuse or Neglect: We provide annual training to all staff on recognizing the signs of sexual abuse, sex trafficking, and all other maltreatment of a child, including the sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities. This training includes child abuse and neglect, as those terms are defined in the Texas Family Code. All employees have a legal duty to make a report to local law enforcement or to Child Protective Services if they have reason to believe that a child has been or may be abused or neglected. A report that a parent or other person responsible for the care, custody, or welfare of a child (including a teacher) may have abused or neglected the child must be reported to Child Protective Services. Professionals, as well as paraprofessionals who hold an aide certificate, have a legal duty to make this report orally within 48 hours and to follow that with a written report. You have not fulfilled this duty if you simply make a report to your supervisor. While we want you to inform the principal if you believe a report is required, you must still make the report yourself. If you are not certain whether you have observed child abuse or neglect, you should err on the side of reporting. Professionals can receive sanctions against their certificates and any person can face criminal charges for knowingly failing to make a report of known or suspected child abuse or neglect. When you make a good faith report or assist in the investigation of a report, your identity generally will be protected, you will be immune from civil or criminal

liability, and we are prohibited from taking an adverse action against you for making the report or providing the assistance.

Online Reporting: <https://www.txabusehotline.org/Login/Default.aspx>

Texas Abuse Hotline 800-252-5400

Shackelford County Sheriff: 325-762-2000

Albany City Police 325-762-3133

School Activities and Functions:

During “Back-to-School” nights at the beginning of the school year, all teachers are required to be present unless you have made advance arrangements with the principal or are too sick to attend. This event is an opportunity to meet parents, explain briefly how you operate your classroom, and give parents an opportunity to ask questions and tell you things they think you need to know about their children.

We will let you know when you are expected to attend other events or activities.

Parent Organizations: We have a parent-teacher organization at each campus in the school district. We encourage teachers to be familiar with and take part in, as they choose, the activities of the parent group at their campus.

Parent Relations: All written and oral communications from teachers or other staff to parents must be professional and courteous and always made with the child’s best interest at heart. Teachers and other professionals should always respond as promptly as reasonable under the circumstances to parent communications to them, either in writing or by telephone.

We provide a conference period so that you can schedule meetings with parents at their request or at yours. If you schedule a meeting with a parent, you must inform the principal’s office so that we will know to expect the parent to check in. We generally encourage parents to visit their children’s classroom occasionally, but parents must make prior arrangements with you and you need to let us know in advance. Parents or other visitors must always check in at the principal’s office and receive a Visitor’s Pass. Do not allow parents to come directly to your room to pick up a child unless you have received prior specific authorization from the principal.

If for some reason a problem in communication develops between you and a parent, your principal or another administrator will be glad to be present at your conferences with the parent, at your request.

Only materials that have been approved by the principal can be sent home with students in their backpacks or otherwise. Do not rely on students to deliver important communications from you to their parents, such as progress reports, report cards, requests for a conference, or concerns about the child’s conduct or performance.

Counseling Program: We have a comprehensive developmental guidance and counseling program and encourage you to refer students as you see a need. We

generally expect you to be sensitive to students and supportive of them and their personal issues without becoming overly involved in their personal lives. Most classroom teachers are not trained counselors. While we want you to be a receptive ear to students, we also expect you to know your own limits and to refer immediately students who come to you with concerns about drug or alcohol use of their own or in their family, who come to you with concerns about pregnancy or sexual matters, or who express a desire to injure themselves or others.

Special Education/Section 504 Programs: Classroom teachers and other professionals can refer students, based on the teacher's academic or behavioral observations or concerns, for assessment to determine if they have a disability that makes them eligible for special education or related services. However, you cannot suggest any particular diagnosis to parents or recommend to them that a child use any psychotropic drug. We will provide training opportunities for classroom teachers and other professionals in knowing when to refer students and in working with students with disabilities in the regular classroom.

If you are a teacher for a student with disabilities, you may be required to attend Admission, Review, and Dismissal (ARD) committee meetings and participate in reviewing or planning the child's Individualized Education Program (IEP). These meetings may occur during your conference period because they are meetings to plan for a student's instruction, and you must attend if scheduled.

Even if you are not a member of the ARD committee, you must follow the IEP for any student with disabilities in your classroom and make sure that you are making any and all the accommodations in and modifications to instruction or the instructional setting that are called for in the IEP. Non-instructional staff must also comply with any administrative directives for handling or working with students with disabilities.

Student Attendance Accounting: We rely on accurate student attendance accounting for state funding and for determining one of the school's ratings under the Achievement Indicator System. You must complete daily attendance records for each class. Students will be tardy if they are not in the classroom when the second bell rings.

The official attendance count for the day is taken at 9:00 a.m. @ NSES and during second period @ AJSH.

Accurate record keeping is also necessary because of the attendance for credit law, which generally requires that students be present for 90% of the days class is taught in order to get credit for the class. The campus attendance committee ultimately determines whether credit will be granted for a student with excessive absences. You may be called on to serve as a member of the attendance committee.

Curriculum/Instruction: Teachers must teach the curriculum approved by the board of trustees, which is focused on the Texas Essential Knowledge and Skills (TEKS) adopted by the State Board of Education. The TEKS are aligned with the statewide assessment program for all students, which is administered annually at some grade levels. As you are all aware, campus and district ratings rely to a great

extent on student achievement as demonstrated through success on the state assessments. For all these reasons, each teacher must devote his or her best energy and efforts to delivering the required knowledge and skills to their students and making sure that students are learning. We are committed to providing teachers sufficient time to teach the required TEKS, and we will not penalize those who depart from the recommended scope and sequence for a subject in the required curriculum if you determine that more time is needed for students to demonstrate proficiency.

Teachers do not have the latitude to select their own instructional materials. You must use the district-provided textbooks or other instructional materials and curriculum and must obtain prior approval from your principal to use any other materials in your classroom.

We have included in the Appendix to the Handbook, board policy CY (LEGAL), regarding federal copyright limitations on the use of copyrighted materials in the classroom. Any copying or display of copyrighted materials you do for your classes must conform to the fair use guidelines in the CY (LEGAL).

We encourage teachers to be creative in how they impart the essential skills and knowledge but you must obtain prior approval from your principal to conduct any special activity in the classroom that is not covered in the curriculum guide for your subject or grade level.

Lesson Plans: All teachers must prepare lesson plans for each subject or class each week. These plans must be submitted to according to the campus principal's instruction. We will provide the format for lesson plans, which must indicate the plan of instruction for each day/week in sufficient detail that a substitute teacher could follow through and deliver the scheduled lessons. Lesson plans must also indicate plans and techniques for differentiating instruction and implementing modifications for students with disabilities as required by IEPs or Section 504 plans.

Grade Books/Grading Records: You must maintain timely recorded grades for students in the computerized grade recording and reporting system. Grades must need to be updated weekly. Any grade books we provide must be turned in to the principal at the end of each school year.

Grading Guidelines: You may establish grading standards and guidelines for your classroom, provided they are consistent with the campus and district standards described below. You must communicate your individual requirements and the campus requirements to students at the beginning of each school year or semester.

You cannot use grade reductions to discipline students for classroom misconduct, but you can give zeros or grade reductions for work that is not turned in, work that is late, work that does not fulfill the assignment, or for cheating or plagiarism.

Make-up Work

Students who have been absent for illness or any other reason have the responsibility to contact you about any make-up work they need to do. Ordinarily, students have the number of days they have been absent to complete and turn in make-up work. That is, a student who misses one day has one day after returning to class to complete the make-up assignment. Make-up assignments should be the same or essentially equal to the assignment or work assigned for students who were present. If students know in advance they will be absent because of an extracurricular activity on the date an assignment or project is due, your grading guidelines may require the assignment or project to be turned in before the extracurricular absence.

Homework

We expect teachers to use homework to reinforce skills and concepts introduced in the classroom. You cannot use homework assignments to introduce new concepts or information other than a reading or viewing assignment to prepare for instruction the following day. Grade level teams should coordinate their homework assignments so that students are not overburdened; however, as students advance in grade level, the amount of time reasonably devoted to homework each evening will increase. In making homework assignments, keep in mind the balance for students of school, play, and family.

Field Trips: Well-planned and well-executed field trips are a valuable instructional experience for students of all ages. If you or your grade level or team want to take students on a field trip, you must first get principal approval for the activity and the scheduled date, as well as submit a request for necessary transportation. A proposal for a field trip must be coordinated with the TEKS for the course, define the curricular objectives for the trip, and fit in with the current instructional unit.

Field trips will always be taken on school transportation and never by private passenger vehicles. Students must submit signed parent permission slips before the trip. We encourage you to enlist the help of parents to assist in supervising students on the field trip. You will need a ratio of one adult for each 22 students.

If you will have certain criteria for students to participate in the field trip, you must communicate those well in advance to students and parents. Any criteria should be designed to maximize student participation. Criteria for participation must not be designed in such a way that all students who are ineligible can be readily identified as students who are failing the class. You must plan an alternate instructional activity for students who are not eligible to participate in the field trip.

Using Film/Movies in Class: Movies can be used effectively for instruction in many courses, but may never be used in the classroom as a reward or for entertainment unless public performance rights have been procured.

Before you show a movie to a class, however, you must discuss the activity with your principal, including how the movie is related to the TEKS for the class or subject. Movies should always be age-appropriate for the students in the class. As a general rule, R-rated movies will not be used in the classroom. However, with principal permission, specific notice to parents, and specific parent permission, R-rated films may be shown to high school students when they are determined to be of significant instructional value. You must plan an alternate instructional activity that will accomplish the same instructional goals for students who do not have parent permission to view the film.

Tutorials: We provide tutorial sessions in core curriculum areas. Tutorial sessions are scheduled daily. Students who have grades below 70 in any of these subjects must attend tutorials in the following grading period.

Textbooks/Instructional Technology: At the beginning of the school year or semester, you will assist in the distribution of state-adopted textbooks or instructional technology to students in your classes. At the end of the year or semester, you are responsible for accounting for the return of textbooks or instructional technology issued to your students. However, we will not require you to pay for any textbooks or instructional technology that your students steal, misplace, or do not return.

Some students will not be issued textbooks if they did not properly return books issued in the previous year. You will have a few classroom copies of the textbook or other instructional materials for those students to use in class, but they cannot take the books home or to their lockers.

Fund-Raising: You cannot use instructional time to administer or facilitate fund-raising efforts of student or other organizations.

If you are the sponsor of a student group or organization that wishes to conduct a fund-raising campaign, you must get prior approval from the principal for the activity. Elementary students will not be allowed to conduct any fund-raising activities that involve door-to-door solicitation; however, with adult supervision at all times, secondary students may conduct door-to-door fund-raising campaigns.

As a sponsor of a student group or organization, you are personally responsible for accounting for all funds raised or collected by students in your group. These amounts must be deposited with the principal daily for safekeeping and deposited to the activity account for the group or organization. You cannot keep funds collected from students for any purpose in your classroom or at your home.

Your failure to follow established procedures related to depositing, handling, and accounting for the proceeds from fund-raising activities or any other monies associated with student activities or organizations may affect your employment.

Extracurricular/UII Sponsorships: Your principal can assign extra duties related to sponsorship of extracurricular student groups and UII academic activities. Some of these assignments may have additional stipends according to the schedule approved by the board of trustees; some may not. A teacher's primary

responsibility is **always** the delivery of the required curriculum to students in your classes.