



ARLINGTON ISD
EMPLOYEE HANDBOOK
2017 – 2018

**For more information contact:
Human Resources Department Customer Service
HR Customer Service #682-867-7290**

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Introduction and Notices

Welcome—or welcome back—to the Arlington ISD. 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 Arlington ISD. 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 the District 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 contract authorized by the Board of Trustees or an employment agreement authorized by the Board of Trustees or the superintendent.

The District’s Board Policies and Strategic Plan and goals can be found on the District’s website at www.aisd.net.

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.¹

The following pages contain several notices about your rights and responsibilities as a school employee. If you are not able to acknowledge each form on-line, please complete all forms and return them to your supervisor within five business days after you receive this Handbook. We recommend that you keep a copy of your signed forms for your own records.

¹ AISD would like to thank the leaders of ATPE, TSTA and UEA for their cooperation and assistance in reviewing and sharing in the preparation of this handbook.

Acknowledgement Tear-Sheet

(May be acknowledged electronically)

This Signature Page will be available for employees to complete and acknowledge electronically. If it is necessary to complete a paper version, the acknowledgement form is to be completed by the employee and given to the Principal/Supervisor who is responsible for keeping it on file. The Principal/Supervisor should give the employee a copy of the Signature Page for the employee's records also. Questions concerning information presented in the handbook should be submitted to the Principal/Supervisor.

I acknowledge that I have received the Arlington ISD Employee Handbook and I know how to access the Arlington Independent School District Employee Handbook located on the AISD website. I also understand how to access all of the Board policies via the Board Policy Online link or the Board of Trustees page at <http://www.aisd.net/district/board/> and that I am responsible for reading, understanding, and complying with the procedures, guidelines, and requirements contained in this Handbook.

I verify that I can print a copy of this handbook if I desire a hard copy or I may request a hard copy from my supervisor. I understand it is my responsibility to familiarize myself with the contents of this handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this handbook. As the district provides updated policy or procedure information, I accept responsibility for reading and abiding by the changes. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook to be provided by my supervisor

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I will also make corresponding changes through the online Employee Service Center System or Human Resources. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

Employee's Legal Name: _____
Please Print

Employee's Signature: _____

Campus Assignment: _____

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Employee User Agreement— District Network and Internet Resources

(May be acknowledged electronically)

I _____ understand that as an employee or agent of the Arlington Independent School District, any confidential information (written, verbal, electronic, or other form) obtained during the performance of my duties must remain confidential. By my signature below, I acknowledge that I understand that this information is strictly confidential. I agree to protect the confidentiality of this information.

Access to confidential data will only be allowed while serving in this official capacity. Access will be terminated at the end of my respective employment or project responsibilities.

This access may include student data, finances and financial projections, business and technical information, drawings and/or illustrations and other information for Arlington ISD students and staff.

I understand that I may receive requests for access to or copies of the information to which I will have access. I will not provide this information to others during my tenure with the district or at any time thereafter without an appropriate release authorized through the district's legal department.

I acknowledge and understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. If I fail to protect this information, I will be subject to legal action up to, and including termination.

By my signature below, I agree that any use of the network and Internet under my user ID or account will be consistent with the Network and Internet Use Policy [CQ (LOCAL)] 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 Legal Name, Printed

Date

Employee's Signature

Emp. ID #

Campus

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School Calendar



2017-2018 Calendar

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7*	8	9#	10	11	12
13	14^	15^	16^	17^	18^	19
20	{21}	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	④	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29)	30

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	⑨	10	11	12	13	14
15	16	17	18	19	20>	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3)	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20♦	21♦	②②	②③	②④	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19a	20a)	②①	②②	23
24	②⑤	②⑥	②⑦	②⑧	②⑨	30
31						

JANUARY 2018						
S	M	T	W	T	F	S
	①	②	③	④	⑤	6
7	8^	{9	10	11	12	13
14	⑮	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Legend

- Student/Staff Holiday..... ○
- First/Last Day of School..... —
- Semester Start/End..... {}
- Exams/Early Dismissal (secondary students)..... @
- Begin/End Grading Period..... ()
- Teachers New to Profession Report..... •
- Teachers New to AISD Report..... #
- Staff Development/Student Holiday..... ◆
- Teacher Prep./Student Holiday..... ▲
- Staff Exchange Days..... ∙ ∙
- Inclement Weather Makeup for Staff..... *
- Early Dismissal (elementary students)..... >

Important Dates

- August 7..... Teachers New to Profession Report
- August 9..... Teachers New to AISD Report
- August 14..... All Teachers Report
- August 14 – 18..... Teacher Prep./Staff Dev.
- August 21..... First Day of Classes
- September 4..... Holiday
- October 9..... Holiday
- November 20 – 21..... Staff Development
- November 22 – 24..... Holidays
- December 19 – 20..... Exam Days – Jr. & Sr. highs
- December 20..... End of First Semester
- December 21 – January 5..... Winter Break
- January 8..... Teacher Prep. Day
- January 9..... Second Semester Begins
- January 15..... Holiday
- February 19..... Holiday
- March 12 – 16..... Spring Break
- March 30..... Holiday
- May 28..... Holiday
- June 4 – 5..... Exam Days – Jr. & Sr. highs
- June 5..... Last Day of Classes
- June 6..... Teacher Work Day
- June 7 – 8..... Staff Weather Makeup

School Hours

- Prekindergarten..... 8:20 a.m. – 11:20 a.m. or 12:35 p.m. – 3:35 p.m.
- Elementary (K–6)..... 8:20 a.m. – 3:35 p.m.
- Junior High (7–8)..... 8:55 a.m. – 4:10 p.m.
- High School (9–12)..... 7:35 a.m. – 2:50 p.m.

Early Release Hours

- Prekindergarten..... 8:20 a.m. – 10:10 a.m. or 10:30 a.m. – 12:20 p.m.
- Elementary (K–6)..... 8:20 a.m. – 12:20 p.m.
- Junior High (7–8)..... 8:55 a.m. – 12:55 p.m.
- High School (9–12)..... 7:35 a.m. – 11:35 a.m.

- First Semester Instructional Days..... 81
- Second Semester Instructional Days..... 97
- Total Instructional Days..... 178

Approved 2/2/17 | Pending District of Innovation Approval

FEBRUARY 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16)
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24	25	26	27	28		

MARCH 2018						
S	M	T	W	T	F	S
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10	11	⑫	⑬	⑭	⑮	⑯
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23	24	25	26	27	28	29
30	31					

APRIL 2018						
S	M	T	W	T	F	S
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8	9	10	11	12	13)	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	⑮	29	30	31	

JUNE 2018						
S	M	T	W	T	F	S
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3	4a	5a)	6^	7*	8*	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Board and Administration Information

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees serve three-year terms. Elections are staggered so that not all positions are voted on the same year. Trustees serve without compensation, must be registered voters, and must reside in the district.

BOARD OF TRUSTEES

Dr. Aaron Reich – President
John Hibbs – Vice President
Kecia Mays – Secretary
Bowie Hogg – Board Member
Kristen Hudson – Board Member
Jamie Sullins – Board Member
Polly Walton – Board Member

Regular board meetings are held throughout the year according to a schedule adopted by the board. Most meetings are held in the Board Room in the J.W. Counts Administration Building at 1203 W. Pioneer Parkway in Arlington. The board has the option to change the meeting schedule, call a meeting at any time throughout the year as needed, or change the location of a meeting. All special meetings are announced in compliance with public notice requirements. Texas law permits the board to go into a closed session under limited circumstances to deliberate confidential topics from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

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 be posted no less than 72 hours before a meeting at the central administrative office and on the district's website, www.aisd.net.

Administration

Superintendent

Dr. Marcelo Cavazos

Chief Financial Officer

Cindy Powell

Chief Academic Officer

Dr. Steven Wurtz

Assistant Superintendent of Administration

Michael Hill

Assistant Superintendent of Technology

Chad Branum

Assistant Superintendent of Human Resources

Scott Kahl

Area Superintendent

Beth Hollinger

Area Superintendent

Dr. Christi Buell

Area Superintendent

A. Tracie Brown

Area Superintendent

Michelle Wilmoth-Senato

Director of Communications

Leslie Johnston

The Arlington ISD encourages employees to seek resolution of employment issues at the lowest possible level. See the section on Complaints and Grievances for information on how, where, and when to present a formal complaint.

Equal Opportunity Employer

The Arlington ISD is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, color, religion, national origin, age, disability, status as a veteran, sexual preference, genetics, or any other legally protected status.

The District's Title IX coordinator is Michael Hill, 682-867-7340, 1203 W. Pioneer Parkway, Arlington, TX. Our ADA Coordinator is Scott Kahl, 682-867-7433, 1203 W. Pioneer Parkway, Arlington, TX. Employees with disabilities may contact the ADA coordinator to initiate interactive reasonable accommodation plans when necessary or appropriate.

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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 paraphernalia. Employees may not use district property including email systems and technology to campaign.

Special Education Cameras

Should a parent of, trustee or staff member who assigned to work with a special education student in a self-contained classroom or other special education setting request video recording of the class, that request must be forwarded to the Chief Academic Officer (located at the District Administration Building) for compliance with state law.

Employees Seeking Disability Accommodations

Employees with disabilities that need accommodations due to design, construction, technical or similar standards, including Internet website accessibility guidelines shall contact the Director of HR Employee Development and Relations.

Important Information About Your Employment in Arlington ISD

Human Resources Records

We will maintain records about you at both the campus/department 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 Human Resources and make corresponding changes through the online [TEAMS](#) Employee Service Center System within five business days. We will use the address and phone number on file to contact you with official communications, so it is critical that you keep such information current.

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. Please indicate in the online Employee Service Center within [TEAMS](#), whether you wish your home address, emergency contact information, telephone numbers, and family members to be held as private by the district. Official written evaluations for teachers and certified administrators and other documents that evaluate certified teachers or administrators are confidential and will not be released. If we receive a request for copies of your personnel records, we will consult with the school district'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 via email to HRcustomerservice@aisd.net.

The following personnel records are maintained either electronically or physically by the central administrative offices and/or department supervisors.

All Employees:

- Application
- References
- Signed employee notices, including Drug-free Workplace
- Completed I-9 Form
- Completed W-4 Form

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- Teacher Retirement System enrollment form
- Evaluations, directives, reprimands, and any written responses by employees
- Employee medical leave requests and approval forms
- Service record and any required attachments

Professional Employees:

- Credentials (valid Texas certificate or permit)
- Copies of official college transcripts
- Employee-signed contract of employment or employment agreement, if applicable
- Evaluations not maintained on Eduphoria, directives, reprimands, and any written responses by employees

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 the Arlington ISD. Excessive absences or repeated tardiness in reporting for duty or early departures 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, and include consistent time away from scheduled work hours that adversely affect your contribution and effectiveness. Absences due to a serious health condition certified for Family Medical Leave will not count toward excessive absenteeism. If you are going to be absent or late for work, you must contact your supervisor as soon as possible prior to the beginning of your scheduled shift. This contact must be made every time you are absent or late unless you have provided your direct supervisor or Human Resources with more specific long-term information from your treating health care provider. Teachers also have specific procedures to request a substitute.

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The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than three working days should call the Human Resources Compensation & Benefits Department for information about leave benefits, payment of insurance premiums, and requirements for communicating with the district.

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 AISD 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 (e.g., FMLA, temporary disability leave).

Once all leave and all leave policy entitlements have been exhausted, your employment may be terminated if you are unable to return to work with or without reasonable accommodation.

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.

For salaried employees, state and local leave for the current year shall be made available for use at the beginning of the school year. For all other employees, state leave shall be made available for use at the beginning of the school year; local leave shall be available as earned.

Approved leave must be used in half workday increments for salary exempt employees. However, if an employee is taking family medical leave, leave shall be recorded in one-hour increments. Hourly employees may use leave in no less than one hour increments with manager approval. Earned comp time must be used before any available paid state and local leave. Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form.

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 10 days of local leave each year to employees who were hired before the 1988-1989 school year, and five days of local leave to all other employees. 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.

With the exception of extenuating circumstances such as a last-minute illness, days taken as personal leave must be requested and approved as early as possible however no later than three working days in advance. You cannot use personal leave during the first or last weeks of a semester, immediately before or after a holiday, or during state or local testing periods, or professional learning days. In deciding to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

Exceptions must be approved by a direct supervisor and/or an assistant/area superintendent.

We will always try to honor timely requests for personal leave that comply with policy requirements, but your principal or supervisor may modify approval if unforeseeable absences among other staff (e.g., bad weather, flu or other transmittable disease) would significantly affect the efficient and effective operation of the campus or department.

Family Medical Leave

If you provided at least 1,250 hours of service to the district in the 12 months preceding the commencement of requested family medical leave, you are eligible to receive up to 12 weeks of family medical leave during the 12-month period stated in DECA (LEGAL). You can use family medical leave after the birth or adoption of a child or for a serious health condition of your own or of an immediate family member. Family medical leave is also available in some circumstances related to a family member's military deployment and for a family member who has been injured in active military duty. During family medical leave, 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.

All communications about chronic, serious, or recurring health conditions for you or an immediate family member must be directed to a Human Resources benefits representative to ensure you receive the benefits to which you are entitled and to protect the confidentiality of the medical information you provide to us.

When you can foresee the need for planned family medical leave, such as scheduled surgery, or scheduled medical treatments, you must notify your direct supervisor and Human Resources [Benefits Representative](#) to request the leave at least 30 days in advance. If 30 days' notice is not possible, you must inform your direct supervisor and Human Resources Benefits Representative of the need for leave at least two working days before the leave. In emergencies when the need for family medical leave is not foreseeable, you or a close family member must

notify your direct supervisor and Human Resources Benefits Representative of the need for family medical leave as soon as practicable, generally on the same day that you are aware of the need for family medical leave or the next business day.

Our policy requires concurrent use of family medical leave with all other kinds of leave, so some or all of your family medical leave may be with pay, depending on how much leave you have accumulated. If you are using family medical leave, the HR Compensation and Benefits Department will communicate directly with you about the details of your absence. You must also continue to notify your direct supervisor of the days you are unable to be at work.

Medical Certification

We have the right to and will ask you to provide periodic information from your treating doctor to verify the need for family medical leave or other absences for personal or family illness exceeding three days and to give us some idea of when you will be able to return to duty. In the case of family medical leave, 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. We may also request medical certification when there is a questionable pattern of absences.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers not provide any genetic information in any medical certification when responding to a request for medical information.

‘Genetic information’, as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family members’ genetic tests, the fact that an individual or individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or family member receiving assistive reproductive services.

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.

Continuation of Health Insurance

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. District contributions for employees on leave authorized under the Family and Medical Leave Act will be paid by the District as they were prior to the leave.

Sick Leave Bank

The District's Catastrophic Sick Leave Bank is for helping members who have exhausted all paid leave and vacation days in the course of a catastrophic personal injury or illness. Employees can join the catastrophic sick leave bank by donating three (3) local personal days to the bank during a new-hire event or during open enrollment. This donation is non-refundable and cannot be returned for any reason upon resigning. The Sick Leave Bank is an elected benefit that can only be chosen as a new employee or annually during open enrollment. Employees with questions about sick leave bank enrollment should contact the [Human Resources Department](#).

On the Job Injuries

If you are injured while performing your duties for the district, you must notify your direct supervisor immediately and complete a first report of the injury form 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 your direct supervisor and Risk Management 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 your direct supervisor and Risk Management of your choice, we will charge your absence to accumulated leave.** If absence because of a work-related injury also qualifies as a serious health condition under family medical leave, you will also be charged with family medical leave during your absence.

Temporary Disability Leave

The purpose of temporary disability leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule and can only be for an employee's own serious health condition. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Temporary disability leave typically follows exhaustion of FMLA protected leave but is also available to employees who do not qualify for FMLA. Job protection under temporary disability leave following exhaustion of FMLA may be to an alternate position within the district if the previous position has already been filled.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. Disability leave runs concurrently with any other medically associated leave. If disability leave is approved, the length of leave for a SBEC certified employee is no longer than 180 calendar days. For a non-SBEC certified employee, the leave can be no longer than 96 calendar days.

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

When an employee is ready to return to work, the [Human Resources Department](#)/immediate supervisor should be notified at least 15 calendar days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave (and whose eligible Family Medical Leave has also been exhausted) will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the beginning of the following school year.

Administrative Leave

The superintendent can order that any employee be placed on administrative leave when he or she determines that it is in the district's best interest to do so. Administrative leave for salaried employees is typically with pay; however, hourly employees are not paid for hours not worked.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only

because that person's age or mental capacity renders the person not responsible for purposes of criminal liability.

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

Military Leave

Paid Leave for Military Service: Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each AISD fiscal year (July 1 - June 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reinstatement after Military Leave: USERRA provides that returning service-members are reemployed in the job that they would have attained had they not been absent for military service (the long-standing "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment.

Reemployment after Military Leave: Employees who resign from the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may apply for reemployment not later than the 90th day after the date the veteran is honorably discharged from active military service. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the time specified by law to the [Human Resources Department](#). In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance for Military Leave: Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact

the [Human Resources Department](#) for details on eligibility, requirements, and limitations.

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.

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

Vacations and Holidays

Only employees in 243+ day positions receive paid vacation. We encourage eligible employees to schedule and take vacation they have earned.

If you are in a position eligible for vacation, you will earn paid vacation days at a rate of 10 days per year up to 10 years of service, and 15 days per year for service longer than 10 years (as long as there has not been a three year or longer break in service). You are not eligible to take paid vacation until you have completed ten months of employment.

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

Vacation and Personal Leave are two separate accruals for employee time off. Eligibility for one or both is dependent on the employee's position and contract type.

Employees are granted 10 days of personal leave in July or August of every calendar year. This time is accessible to the employee for use prior to it actually being earned. One accrued day of personal leave is earned for every 20 days worked. If an employee resigns or is terminated after using the accrued personal leave but prior to earning it, he/she will be responsible for reimbursing the district.

Employees eligible to receive additional vacation days (243-day employees) receive those in the system in July of each year. Vacation hours must be used by the end of December in the following year (17 months later) or the remaining vacation accrual will be forfeited.

Use of accrued time off must be requested and approved by the principal or administrator/manager at least five work days in advance, unless there are extenuating circumstances. This is to allow for preparation of adequate coverage of the employee's responsibilities during their time away from work. Each day an employee is absent without prior approval is considered an attendance infraction.

Accumulated but unused vacation cannot be converted into pay at termination of employment.

Compensation, Benefits and Pay Systems

The board of trustees annually adopts or approves 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. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. The superintendent or designee will make decisions about where to assign individual employees within the ranges and positions set in the systems. The Human Resources department will notify you at the beginning of the school year if your pay rate or status has changed from the prior school year. **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 professional and salaried employees monthly. Hourly employees are paid every two weeks. As a benefit to employees, we provide direct deposit or pay card options for your paycheck. Contact the Payroll Department for more information about the automatic payroll deposit service.

Employees with 10- or 11-month contracts or assignments will have a portion of their monthly salary set aside each month to provide a regular paycheck during the one or two months in the summer when they are not actively providing service to the school district. This is known as annualizing compensation. All other employees are paid for hours actually worked during a pay period and will not have pay set aside for this purpose.

A separate compensation manual including salary ranges and processes is available to employees through the AISD Human Resources website. It is each employee's responsibility to review the accuracy of their pay regularly through the online employee service center in TEAMS. Any issues or concerns should be brought to the attention of payroll and/or human resources immediately. If an error is identified, it will be corrected dating back to the beginning of the current fiscal year if applicable.

Employee Pay Classifications

The district utilizes three classifications for employee pay types. These include exempt, non-exempt and hourly classifications. The distinguishing factors for exempt and non-exempt classifications are consistent with the guidelines of the

Fair Labor Standards Act (FLSA). The hourly classification is also a non-exempt position under the FLSA and it is entitled to the benefits provided under that legislation. The district has historically labeled our auxiliary hourly positions (e.g., food service, transportation, etc.) as hourly. (AISD uses the term ‘hourly’ synonymously with non-exempt.)

Whether a position is exempt or non-exempt depends on the amount of pay, how the employee is paid, the type of work that is performed, and level of supervision. An employee exempt from the ability to earn overtime pay must be paid at least \$47,476 per year, be paid on a salary basis and perform exempt job duties consistent with the FLSA.

Summary of Exempt Employee

Teachers are exempt employees under the FLSA even if the employee is paid hourly.

Exempt employees have a contracted weekly amount of money they may earn. The district’s requirement to charge absences to accrued leave balances is not a reduction in pay in that the employee paycheck remains the same. The base pay of an exempt employee may not be reduced if there is no work to be performed or for partial day absences. Central Administration may dock exempt employee base pay in half-day increments. Pay may be docked if the employee has exhausted accrued leave.

Three categories of exempt employees include ‘executive,’ ‘professional’ and ‘administrative.’ An exempt executive regularly supervises two or more employees, has management as the primary duty of the job, and may participate in activities such as hiring, firing, promotions, or assignments.

A professional exempt position represents work that is predominantly intellectual, requires specialized education and requires judgment. These positions require education beyond high school and are in more academic fields than skilled trades.

An administrative exempt position includes office or non-manual work that is directly related to management or general business operations of the employer or employer’s customer and requires the exercise of independent judgment on matters of significance. Clerical work may qualify as administrative, but not qualify as exempt.

Rights of Exempt Employees

An exempt employee does not have the right to earn overtime under the FLSA. An exempt employee may be required by their administrator or manager to participate in after-hours duties directly related to their job function, as overtime is a non-exempt concept that applies only to hourly workers.

The exempt employee is not required to record time away from work for personal matters in the increment of one hour. Accrued leave should be used in no less than half-day increments.

Exempt employees are not compensated for hours worked beyond their normal work schedule. This additional work time may be required based on work volume, after-hours meetings and events, professional development or training. Efforts will be made to minimize hours worked beyond normal work schedule. Additional compensation may be considered for exempt employees who are working outside of their personal contract period or in the capacity of a distinctly separate non-exempt job for the district.

Managers or administrators of exempt employees have the discretion to grant reasonable time off within a week where after-hours work has been performed. This is justified when the exempt employee has worked disproportionately more hours than their established schedule in a given day or week. Time off granted under these circumstances should always be less than the actual number of excessive hours worked in the day or week.

Rights of Non-Exempt (Hourly) Employees

Salaried non-exempt employees are eligible to earn time and one-half their regular rate of pay for each hour they actually work over 40 hours per week. The district provides this overtime pay in the accrual of compensatory time off hours. Any accrual above 120 hours will be paid out in cash. Employees will also receive the cash value of any remaining compensatory time accrual at their termination or promotion into an exempt position.

The non-exempt employees within the district who are classified as auxiliary/hourly are also eligible for time and one-half their regular rate of pay for each hour they work over 40 hours per week. This overtime pay is paid in cash in the next regularly scheduled paycheck.

Salaried non-exempt/hourly employees must utilize district processes and time tracking systems to accurately record hours worked. Clocking in and out must occur at your AISD work station (e.g., desk, cubicle, classroom, time clock authorized by your supervisor) unless a written exception is granted by the employee's direct supervisor. Falsification of time records for hours worked may result in disciplinary action for theft up to and including termination of employment or prosecution.

Overtime shall only be worked with the advance authorization of the employee's administrator or supervisor. Unauthorized overtime hours worked will still be paid, but may be subject to disciplinary action for failure to receive advance authorization.

Work performed outside of the established work area shall only occur with advance authorization from the supervisor or administrator. These hours must

be recorded through the established district processes and time tracking systems. Unauthorized work outside of the established work area will still be paid, but may be subject to disciplinary action for failure to receive advance authorization.

Time away from work for personal matters such as non-work related appointments may utilize accrued leave balances or take the time as unpaid.

Payroll Process Exempt Employees

Payroll processes for exempt employees are designed to provide a consistent pay amount in each monthly paycheck. Since the district work calendar includes periods of time off (including spring break and winter break), leveling monthly paychecks may require some payment in advance of work weeks completed. Termination or resignation of employment may require repayment for payroll advances that occurred as part of the normal payroll process. Please check with payroll directly to determine your personal situation as needed.

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. Employee work week schedules may vary by job assignment and function. Non-exempt schedules are included in individual employee electronic time cards.

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.

If you are salaried non-exempt, you will receive compensatory time off at the rate of 1 1/2 hours of 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. If you accumulate over 120 comp time hours, the district will pay you for the hours. All accrued comp time hours will be paid at termination.

Insurance

We will hold optional meetings with staff at the beginning of each school year to provide information about the insurance programs that are available to you. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements and available at www.myaisdbenefits.net.

Cafeteria Plan

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e. disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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 needed to participate. New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the annual open enrollment period.

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
- Professional organization dues if you have requested us to make those payments
- Charitable contributions to include AISD Education Foundation, United Way, etc.

Salary deductions are automatically made for unauthorized or unpaid leave.

Travel Expense Reimbursement

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

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available at www.trs.state.tx.us.

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 qualified. Involuntary assignments requiring additional qualifications will be appropriately supported by the district with adequate time and resources.

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. Exempt employees may be required to work beyond the school work day hours. The **minimum** school work day for campus employees is shown on the chart below.

	School Hours		Teacher/Counselor		Educational Aide		Office SNE	
	Start	Dismiss	Start	End	Start	End	Start	End
Pre-K (a.m.)	8:20	11:20	8:10	3:50	8:10	3:40	7:50	4:20
Pre-K (p.m.)	12:35	3:35	8:10	3:50	8:10	3:40	7:50	4:20
Elementary	8:20	3:35	8:10	3:50	8:10	3:40	7:50	4:20
Junior High	8:55	4:10	8:45	4:25	8:45	4:15	8:25	4:55
High School	7:35	2:50	7:25	3:05	7:25	2:55	7:30	4:00
NC/Venture	8:20	3:35	8:10	3:50	8:10	3:40	7:50	4:20

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Summer hours may vary.

Additionally, the workday for the following employees is:

- Food service employees (as assigned by your supervisor)
- Maintenance/custodial/security staff (as assigned by your supervisor)
- Transportation staff from 6:15 AM to 9:15 AM and 2:00 PM to 5:00 PM

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 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 building's main office 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. Employees who observe an unauthorized individual on district premises should immediately direct the person to the building office or contact the administrator in charge.

Duty-free Lunch

All teachers, librarians, and nurses will receive at least a 30-minute lunch period free from all duties and responsibilities connected with the instruction and supervision of students. Teachers, librarians, and nurses may leave campus, provided they sign out and 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 because of illness, epidemic, or natural or man-made disasters, we may have to assign teachers, librarians, and nurses to supervise students during their lunch no more than one day per week. We will make efforts, though, to provide lunch room supervision using parent volunteers, support staff, or administrators so that teachers, librarians, and nurses can be provided a duty-free lunch each school day.

Faculty/Staff Meetings/Special Campus Events

Your principal will routinely schedule meetings for all teachers and other professional staff and sometimes for all staff as part of your contractual

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obligations. Such meetings include Open House, Meet the Teacher night, Faculty/Staff general meetings, ARDs, 504 meetings, and similar professional meetings. These meetings will usually be in late afternoon or evening after students have been released for the day. Important information about district and campus operations and programs at the campus are communicated in these meetings, which also provide an opportunity for employees to communicate ideas and issues to the administration. Many of these meetings include parents and are critical opportunities for us to solicit their support as partners in the education process. You must attend these meetings unless you have contacted the principal in advance and received permission to be absent. Reasonable efforts will be made to minimize these meetings while still meeting the educational objectives of the campus.

Conference Period

All teachers will receive planning periods totaling at least 450 minutes within each two-week period in blocks not less than 45 minutes. The purpose of the conference period is for teachers to plan and prepare instruction, to grade student work, to hold meetings with parents. **You are required to use your conference period for the stated purpose.** Without prior approval from your direct supervisor you will not be permitted to leave campus during your conference period to run errands, keep doctor or other appointments, or for any other purpose. For safety and/or security reasons, the campus principal may require a teacher to oversee another teacher's classroom during a conference period to provide for an unexpected absence or other administrative reason.

Summer Programs

Summer school teachers must be under contract with AISD for the following school year to be eligible to teach summer programs. Summer positions will be posted through Human Resources and interested internal applicants may apply. Administrator and teaching positions for summer programs will be compensated as incremental duties through a stipend. Hourly positions such as teacher assistants will be paid on an hourly basis. Current district employees selected to work summer programs and who are compensated on an hourly basis must complete their current assignment before beginning work on summer programs.

Site-Based Committee and Other Committees

Our district and campus site-based committees provide a valuable service to the district and the campus. As part of the district's planning and decision-making process, employees are elected to serve on Site-Based Decision-Making

Committees (SBDM) and a District-Level Instructional Decision-Making Committee (DIDC). Plans and detailed information about the shared decision-making process are available in each campus office or from the Transformational Learning Department.

Professional Learning and Exchange Time

To support the achievement of high academic standards by all students, Arlington ISD is committed to research-based professional learning experiences that advance the knowledge, skills, dispositions, and practices of teachers, administrators and instructional personnel. The Professional Learning Department promotes a system of professional learning aimed at bringing together the goals of the state, district, and schools, as well as individual educators. Throughout the school year and including the summer months, professional development opportunities are available to strengthen effective teaching and learning so that students' performance is positively impacted.

Requirements for Teachers

During the [2017-2018 school year](#), Arlington ISD will continue the implementation of an **Exchange Time Professional Learning Program (ETPLP)** to allow teachers to pursue professional learning opportunities aligned to a district, campus, or T-TESS educational goal in exchange for two (2) paid days off in November, specifically **November 20 and 21, 2017**. Details regarding exchange time requirements for teachers during the 2017-2018 school year follow:

- In exchange for the two (2) days off in November, teachers must complete professional learning courses/sessions equaling **12 total credit hours** during **non-contractual time**. Non-contractual time includes weekends, holidays, and after school or summer hours outside of the teacher's designated instructional day.
- The twelve (12) hours of exchange time are satisfied by successfully completing off-contract professional learning courses/sessions that are
 - **pre-approved** by the teacher's supervisor,
 - **aligned to a district, campus, and/or T-TESS educational goal**. Goals are recorded in [Eduphoria Strive](#) as part of the T-TESS appraisal cycle.
 - related to the teacher's current assignment and not classified as a condition for employment.

Note: The New-to-AISD Professional Learning Sessions, including the First Year Teacher Academy, scheduled for August 7 – August 10, 2017, are eligible for exchange time.

- Teachers can accumulate exchange time credit (hours) by engaging in professional learning opportunities conducted **face-to-face or online**. A variety of professional learning opportunities are provided by the district and are published in [Eduphoria Strive](#). Eduphoria Strive is continually being updated, so teachers are encouraged to visit the system regularly.
- **Out-of-district professional learning sessions/courses** pre-approved by the teacher's supervisor and meeting TEA rules and guidelines may be considered for credit. Out-of-district sessions attended without prior approval may be submitted in [Eduphoria Strive](#), but without any guarantee of exchange time credit being awarded. For out-of-district professional learning sessions to be eligible for exchange time credit,
 - documentation of **pre-approval** from the supervisor,
 - **proof of attendance** in the form of an official certificate of completion, and
 - a **statement of intended implementation or use** of the knowledge and skills acquired (i.e. how the knowledge and skills will be applied in the classroom)

must be submitted through Eduphoria Strive. Directions for submitting out-of-district credit requests are published in the **Eduphoria User's Guide** released in the fall.

- All professional learning must be recorded in [Eduphoria Strive](#) for exchange time credit to be awarded.
 - Record of attendance at district or campus face-to-face professional learning sessions/courses is achieved by
 - **enrolling** in a session/course through Eduphoria Strive,
 - **participating** in the enrolled session/course, and
 - **signing** the sign-in sheet as evidence of your participation.
 - Evidence of completion of in-district and out-of-district online professional learning sessions/courses is achieved by completing the steps outlined in the **Eduphoria User's Guide** released in the fall.
- **Eduphoria Strive serves as the official record of the exchange time** requirement being met.
- The annual window for accruing exchange time begins the first Monday in June, following the last day of school, thru the last day in April. During the 2017-2018 school year, exchange time must be earned by Sunday,

April 30, 2018. Courses completed between May, and the first Monday in June are not eligible for exchange time.

Exchange time credit may be accumulated between June 5, 2017 and April 30, 2018

Incomplete. Employees choosing not to meet the 12-hour exchange time requirement are docked at their daily rate of pay. Deductions are applied to June paychecks, and processed in full-day increments, not hourly.

Process. Documentation of professional learning goals and completion of professional learning requirements associated with exchange time will be managed in Eduphoria Strive. The Individual Professional Learning Plan (IPLP) form used in previous years has been discontinued. It is no longer the process teachers will follow to document the award of exchange time credit; instead, **teacher transcripts in Eduphoria Strive will serve as the official record of exchange time credits awarded.**

Eligibility Criteria. Professional learning sessions/courses meeting the following criteria are eligible to be considered for exchange time:

- Professional learning **approved by the supervisor in advance of participation** in the session
- Data-driven professional learning **aligned with a district, campus and/or T-TESS goal**
- Professional learning **related to the current teaching assignment**
- Professional learning received **outside of school hours** (i.e. before or after school, Saturdays, holidays, and summer vacation), garnered in increments of **no less than one (1) hour**
- Professional learning received **outside of the school district and outside of the school day, whether or not the district has paid for the registration** (i.e., Region 11 ESC, other districts' trainings, content-related professional development sessions at conferences, etc.)
- **Department, campus, or staff professional learning** provided outside of the school day (*Note: Meetings, such as department, lead teacher, lesson planning, or other types of meetings DO NOT qualify for exchange time.*)
- Professional learning **related to any of the four (4) domains of the Texas Teacher Evaluation and Support System (T-TESS)**
- Professional learning for which **no pay supplement is paid** to the employee
- Professional learning that is **NOT part of a college, university course, or certification program**

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Please keep in mind that the types of professional learning sessions/courses approved may vary from campus to campus depending on district, campus or T-TESS aligned goals. Principals reserve the right to direct professional development toward campus/district initiatives.

Frequently Asked Questions: (Exchange Time)

How is the Exchange Time requirement affected by your hire date?

Employees Starting Between	Exchange Time requirement
June 5, 2017 – November 22, 2017	12 hours eligible exchange time
After November 22, 2017	0 hours eligible exchange time

What if I accrue more than the twelve (12) hour exchange time requirement?

The twelve (12) hour exchange time requirement is a minimum professional learning expectation, and additional professional learning may be recommended at the discretion of the principal/district. Additionally, hours accrued over the length of a school year are eligible for the State Board for Educator Certification (SBEC), certification renewal, continuing professional education (CPE) hours. Hours accrued over and above the twelve (12) hour requirement are not transferrable from year to year.

How do I check to see if I met the exchange time requirement?

Your Eduphoria Strive portfolio serves as your professional learning “transcript.” Please see the **Eduphoria User’s Guide** released in the fall to learn the steps for reviewing all non-contract hours accrued for the current school year.

How do I find courses designated with exchange credit?

Please see the **Eduphoria User’s Guide** released in the fall to learn the steps for identifying courses designated eligible for exchange time credit.

What if I don't complete the professional learning exchange time requirement?

Employees choosing not to meet the exchange time requirement of twelve (12) hours are docked at their daily rate of pay. Deductions are applied to June paychecks, and processed in full-day increments, not hourly.

Professional Learning Exchange Time Hours	Pay Reduction/Days
12 hours of non-contract professional learning	0 days
11-6 hours of non-contract professional learning	1 day
0-5 hours of non-contract professional learning	2 days

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Note: Non-completion of exchange time hours may be documented in TTESS Domain 4.3 Professional Practices and Responsibilities/ Professional Development.

Does time spent completing state-mandated trainings apply toward exchange time?

Texas Education Agency (TEA) statutory compliance training mandated by state law for all district employees working with students cannot apply towards the twelve (12) hour exchange time. This includes, but is not limited to, bus driver training (CDL license) and safety trainings, such as sexual harassment, sexual misconduct, child abuse, FERPA, etc.

What if I have special circumstances, including FMLA, disability, or workers' compensation?

Contact the Benefits Coordinator in HR for questions regarding leaves of absence.

What kinds of activities are NOT eligible for professional learning exchange time?

Exchange time cannot include extra duties, such as extracurricular or co-curricular duties, supervision of students, and volunteer opportunities. Other ineligible activities include:

- Participation in activities on any district scheduled contract workday;
- Stipends cannot be paid if exchange time is received and (vice versa);
- Travel to and from activities and any extensive travel activity;
- College coursework, including requirements for alternative certification; and
- Staff, department, or team meetings devoted exclusively to business, housekeeping, and/or operations.

Can athletic coaching and sports clinics apply toward exchange time?

Coaching and sports clinics can only apply towards the twelve (12) hour exchange time requirement for health and/or PE teachers based on the percentage of the school day spent in athletics/physical education. Although required for some extra-duty assignments, clinics are not directly related to any other content teaching assignment/certification area.

Which instructional technology trainings in Eduphoria Strive are eligible for exchange time?

Teachers may accrue exchange time for attending instructional technology trainings aligned to the [ISTE Standards for Students](#). Sessions/courses equipping teachers to gain proficiency using hardware, software, and systems to fulfill professional responsibilities are not eligible for exchange

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time. These include trainings such as TEAMS, Polaris, Eduphoria, Adobe Acrobat and Windows/Macintosh operating systems.

Exchange Time Guidance for Non-Instructional Staff

The district provides two (2) paid exchange days (12 hours) for eligible professional staff to attend professional learning during non-contract (off-duty) time by participating in workshops, conferences, seminars, summer, evening, and weekend learning opportunities, when pre-approved, completed during non-contractual hours, and aligned to a district, department, campus or T-PESS goal.

Exempt Employees

- Campus Administrators (principals, deans, and assistant principals) and District Professionals (specialists, coordinators, directors, executive directors, and executive staff) shall complete a minimum of twelve (12) non-contract clock hours of eligible professional learning during the professional learning calendar year or shall use two (2) personal days.

Non-exempt Employees

- With the exception of classroom teaching assistants, campus and District paraprofessionals shall complete a minimum of twelve (12) non-contract clock hours of eligible professional learning during the professional learning calendar, complete a combination of approved compensation time equivalent to two (2) days, or use two (2) personal days. District and campus non-exempt employees include, but are not limited to, secretaries, receptionists, and clerks.

Part-time Staff

- All part-time campus staff working twenty (20) hours or more with students in an instructional setting must complete the full professional learning requirement. Employees on special contracts should consult the Payroll Department to verify contract terms.

SBEC Professional Learning Requirements

Educators are responsible for maintaining a record of Continuing Professional Education (CPE) credits and submit evidence of completion of CPE credits only when specifically requested by TEA for audit purposes.

The CPE requirements for each class of certificate are as follows:

- classroom teachers must complete 150 clock hours every five years
- dyslexia CPE training is required for educators who teach students with dyslexia and must include new research and practices in educating students with dyslexia
- counselors, learning resource specialists/librarians, educational diagnosticians, superintendents, principals, and assistant principals must complete 200 clock hours every five years

An educator must complete a total of 150 or 200 clock hours of continuing professional education every five (5) years. A classroom teacher who also holds a principal certificate would need a total of 200 clock hours to renew both the teacher and principal certificates.

To allow maximum flexibility for educators to identify appropriate CPE activities to meet individual needs, CPE clock hours can be accrued through the following:

- workshops, conferences, in-service or staff development delivered by an approved registered provider;
- undergraduate and graduate coursework through an accredited institution of higher education, with one semester credit being equivalent to 15 CPE clock hours;
- interactive distance learning, video conferencing, or online activities;
- independent study, not to exceed 20% of the required clock hours;
- development of curriculum or CPE training materials;
- presenting CPE activities, not to exceed 10% of the required clock hours;
- serving as a mentor, not to exceed 30% of the required clock hours; and
- serving as an assessor for the principal assessment, not to exceed 10% of the required clock hours.

Only those CPE activities from approved registered providers will be recognized for Standard Certificate renewal purposes. Educators must complete the required total number of CPE hours each five-year renewal

period. It is recommended that at least five (5) CPE hours each year be devoted to the content area for each certificate being renewed.

Statutory Required Training

Compliance training for employees is made available through a learning management system platform called *Safe Schools*. Employees have individual access to the system with a syllabus of courses reflective of requirements for their position. The campus principal or department manager will provide guidance for accessing and completing training modules. For additional information, employees may contact the Human Resources Department.

TEA Certification Renewal link:

<http://tinyurl.com/SBEC-AISD>

Evaluations/Appraisals

All employees will be evaluated or appraised in writing by their supervisors. Reports, correspondence, and memoranda also can be used to document performance information. 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. Teachers appraised with T-TESS are required to complete T-TESS Teacher Orientation prior to being appraised by their supervisor. T-TESS orientation will not count toward the 12-hour exchange (non-contract) day requirement. The calendar for T-TESS appraisals is found on the following page. Alternative Certification teachers may have additional requirements based upon their program's agreement with the district. You may contact Human Resources or the Legal Department for more information regarding Alternative Certification appraisals.

T-TESS Calendar

Arlington Independent School District T-TESS Calendar 2017-2018

APPRAISAL ACTIVITIES	DATES
Deadline for teacher orientation (Walk-throughs may begin immediately after orientation date)	August 18, 2017
Formal observations begin	September 11, 2017
Deadline for goal setting conferences	September 29, 2017
Deadline for completion of formal observation of <i>probationary</i> teachers	November 17, 2017
Deadline for completion of formal observations (Except late-hires)	March 9, 2018
EOY conferences begin: All teachers	March 1, 2018
Deadline for completion of EOY conferences: All teachers	April 26, 2018
Written Summative Report completed <i>after</i> EOY conference (for teachers receiving formal observation)	Released to teachers within ten (10) days <i>after</i> conference
Final date to release Summative Report (for teachers receiving formal observation)	May 11, 2018
All evaluations and supporting documentation must be completed, signed, and in Eduphoria on or before this date	May 25, 2018

Formal T-TESS observations may not be conducted on the following days:

- During the two weeks following the day of completion of T-TESS orientation
- During administration of standardized tests
- On the days before and after a school holiday:
 - September 1 & 5
 - October 6 & 10
 - November 17 & 27
 - December 20 & January 9
 - January 12 & 16
 - February 16 & 20
 - March 9 & 19
 - March 29 & April 2

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Nepotism

1. The District will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment for the position. An immediate family member may not be hired, however, if the employment would (a) violate state law and the district's nepotism policy; (b) create either a direct or indirect supervisor/subordinate relationship with a family member; (c) create an actual conflict of interest or the appearance of a conflict of interest, or; (d) cause family members to work within the same department or at the same campus. These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of letters (b)-(d), "immediate family" includes the employee's spouse, partner, brother, sister, mother, father, grandfather, grandmother, uncle, aunt, niece, nephew, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.
2. Employees who marry or become members of the same household may continue employment as long as there is not a) a direct or indirect supervisor/subordinate relationship between the employees or b) an actual conflict of interest or the appearance of a conflict of interest or c) cause family members to work within the same department or at the same campus. Should one of the above situations occur, the District will attempt to find a suitable position within the district to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be permitted to determine which of them will resign.
3. Supervisors may not evaluate family members.
4. Any exceptions to (b)-(d) must be approved by the department director and HR. Written justification for the exception must be submitted to HR prior to any employment decisions. Staff hired prior to the 2015-2016 school year have already been exempted from this rule for their current assignment.
5. The District reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved.

Job Posting and Selection

Board policy [DC \(Legal\)](#) requires posting of certified positions. In addition, the District will post job openings for non-certified positions for a minimum of 5 work days prior to offering the position. The interview and consideration process may begin immediately following posting, but all qualified candidates should be considered who express interest through the 5 work day posting period. Candidates will be selected based on the knowledge, skills, and abilities required

for the position. Only those candidates with the strongest qualifications may be selected for an interview.

When a campus or department is undergoing a reorganization supported by Human Resources, there may be movement opportunity only available to current employees of that campus or department. In these cases, Human Resources will instruct the principal or manager how to communicate those opportunities to internal staff.

There may also be times when only internal district employees are eligible to apply for an open position. These cases will be identified on the respective posting.

Temporary to Full-Time Positions: There may be cases where a department or campus employs an individual in a temporary capacity and later determines the need and budget for a full time position. While temporary and/or substitute positions do not need to be posted, conversions to regular full time positions do require posting. Although the temporary employee may apply to the posted position, internal qualified applicants who apply during the posting period should also be considered.

Transfers/Reassignments

If you are qualified for a position, you can request a transfer to another campus or department for the following school year by applying for the requested position through [TEAMS](#). Teachers and teaching assistant positions may only request transfer during the annual staffing process window that occurs each spring. Employees new to the district or new to their position are typically not eligible to be considered for a transfer during the first 90 days. This restriction does not apply to campus employees requesting a transfer for the following school year. Under state law, the principal of the receiving campus has the authority to approve or reject all staff assigned to his or her campus. If the principal or hiring manager has interest in your transfer application, you will be contacted directly regarding the interview process. The superintendent or designee has final placement authority for a teacher transferred because of enrollment shifts or program changes.

The superintendent or designee 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 through TEAMS. 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.

For non-certified positions, job postings may include a 'degree equivalency' standard. In those particular postings, candidates who have not completed the required degree may satisfy the minimum job requirements with a minimum of four years full time work experience directly relevant to the position. This candidate's work experience may not be double counted for the experience requirements of the position and as a degree equivalency. Example: A non-certified position that requires a Bachelor's degree and three years of experience. If the candidate has not completed his/her bachelor's degree, he/she must have four years of directly related full time experience to satisfy the bachelor's degree requirement and an additional 3 years of experience to satisfy the experience requirement. No credit is provided for partially completed degrees. This equivalency standard only applies when included in the posting for a non-certified position

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. 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.

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

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. Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management coordinator.

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 main office of each AISD facility during regular business hours. If you have any questions, please contact Safety and Environmental Coordinator in Plant Services.

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, contact Facilities through your principal or supervisor to submit a work order. If you believe that your work area or classroom is not being adequately cleaned, contact your principal or supervisor. Do not take it upon yourself to direct the work schedule or activities of our custodial or maintenance staff.

Standards of Conduct

We expect all district employees to treat each other, students, parents, and 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.

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 upon 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 three calendar 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 prohibit employees from engaging 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 defined as 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 sexual conduct may not amount to sexual harassment, but they are still prohibited under our standards of conduct and must 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, avoid and report 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. District policy also prohibits employees from having inappropriate social relationships with students. Employees may elect not to disclose to students their personal phone number or email address. 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, social media, 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
- Inappropriate personal conversations with students about either the student's or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other (please refer students to appropriate authorized personnel)
- Taking or exchanging photographs of students for personal use

- Taking a student away from school during the school day without obtaining express permission of the student's parent/guardian and the principal
- Visiting students at their homes when a parent is not present or inviting a student to your home or out socially (off-campus) without prior express permission of the student's parent/guardian
- Giving gifts of a personal nature (clothing, perfume or cologne, jewelry, etc.) to students at school or at any time without the principal's and parent/guardian's knowledge and permission
- Playing favorites, e.g., allowing specific students to get away with conduct that is not permitted from other students that is not justified by differential educational requirements of that student.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be accessed online at the district portal:

[http://pol.tasb.org/Policy/Download/1098?filename=DF\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/1098?filename=DF(LEGAL).pdf)

and

<http://pol.tasb.org/Policy/Code/1098?filter=FFH>

Other Harassment

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

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 political or 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 or electronic cigarettes or vaping devices 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, electronic cigarette, or vaping device 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 cigarette or vaping device.

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, 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. You are responsible for securing any personal medication so that students will not be exposed to your personal medication. Only designated school employees may administer prescription medications or over-the-counter medications to students, in accordance with board policy.

Handling Money

The district has specific expectations for any employee who handles money for the district or any student organization. The [Campus Accounting Manual](#), available on the district intranet, provides detailed instructions for handling and

accounting for district funds. Familiarize yourself with the expectations before accepting or handling any funds.

Contracts (With Vendors, etc.)

All District contracts must be processed through the appropriate chain of command, including legal review and execution by the Superintendent.

Weapons

You cannot bring any firearm or any other prohibited weapon on school property unless you have written permission from the superintendent. A list of prohibited weapons and their definitions is in the Student Code of Conduct and in board policy at FNCG (LEGAL).

Appropriate Language

As a role model for students in the school setting, all employees shall refrain from using profanity or vulgar language, both in the presence of students and each other.

Dress and Grooming Standards

You must maintain a clean, neat, modest, professional appearance at school and school activities. The determination of appropriate dress is left to the discretion of the principal or immediate supervisor. All employees must display school identification at all times on school property or at school-sponsored 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. Reasonable accommodation will be made by the appropriate supervisor for those employees who, because of sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of the district dress guidelines.

Searches

Non-investigatory searches in the workplace including accessing an employee's desk, school electronics, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. 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.

Building Use

Employees who wish to use district facilities after school hours for purposes other than school functions must follow established procedures. Information regarding facility rental is available on the district's website. Contact the Office of the Chief Financial Officer to request to use school facilities and to obtain information on the fees charged.

Gifts and Favors

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

Copyrighted Materials

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

Conflict of Interest

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

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

Personal Use of Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, text messaging, 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 the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's account/page, including content added by the employee, the employee's friends, or members of the public who can access the employee's account/page, and for web links on the employee's account/page. The employee is also responsible for maintaining privacy settings appropriate to the content.

It is important to recognize that school district business that is conducted on a private, personal, or non-AISD computer, cell phone, email, or other form of electronic communication is subject to the Texas Public Information Act.

Technology Resources & System Access

The following information is provided so that students, parents and staff are aware of responsibilities involved in the efficient, ethical and legal use of technology resources. Anyone using a District computer will be required to adhere to all District policies and to Internet Safety and Acceptable Use Guidelines in order to be granted access to District technology resources.

Access to the District's electronic communications system is a privilege, not a right. This includes access to the District's wireless network. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines.

Access to the District electronic communications systems, including the Internet, shall be made available to students and employees for instructional and administrative purposes and in accordance with administrative regulations. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies.

Access to the District's electronic communications system(s) will be governed as follows:

1. District employees will be granted access to the District's system as appropriate and required for their position.
2. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
3. All users will be required to sign a user agreement.
4. The individual in whose name a system account is issued will be responsible at all times for its proper use.
5. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
6. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
7. Communications may not be encrypted so as to avoid security review by system administrators.
8. System users may not use another person's system account without written permission from the campus or district administrator as appropriate.
9. System users may not use the network for financial or commercial gain, advertising or political lobbying.
10. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers.
12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. System users shall not use their District assigned email addresses for personal use.
15. System users may not waste District resources related to the electronic communications system. This includes using the district's WiFi network for personal emails or messaging.
16. System users may not gain unauthorized access to resources or information.
17. System users who identify or know about a security problem are expected to convey the details to a supervisor immediately.

An employee who uses electronic media for personal purposes shall observe the guidelines listed below:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment unless such update is used for professional learning or professional communication purposes.
- 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 for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. ([Policy FL](#))
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. ([Policy DH \(EXHIBIT\)](#))
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. ([Policy GBA](#))
 - Copyright law ([Policy CY](#))
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. ([Policy DH \(EXHIBIT\)](#))

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

Online Learning Resources – Universal Access

The Americans with Disability Act (ADA) makes it clear that online teaching resources must fulfill the requirements of the ADA and section 504 of the Rehabilitation Act: *“Online learning” means instruction in which the instructor and student interact through the assistance of communication technology, such as a class web page. Online learning is subject to the requirements that may be imposed by the American with Disabilities Act (42 U.S.C. §12100 et seq.) and section 504 of the Rehabilitation Act of 1973, as amended. In other words, all teacher web pages and online learning resources must be accessible to disabled students, parents, and AISD employees.*

While making your class web page more accessible may seem foreboding, in many respects you may already be on your way, thanks to technology. Material such as PDFs, PowerPoints, and presentations with audio, videos, and publisher content you choose to place on your class web page will benefit from additional review for accessibility. When you create/post materials on your class web page, please keep the World Wide Web Consortium standards and universal design principles in mind. “Universal design means that, rather than designing your instruction for the average student, you design for potential students with a broad range in ability, disability, learning style, native language, and other characteristics” (Burgstahler, 2010). Adhering to these standards will not only benefit students with disabilities but will help assure that all of your students will be able to access and use the online content you wish to share with them. To learn more about AISD’s commitment to providing accessible course materials to all students and the support services available to assist you with this, please contact your campus or district webmaster directly regarding ADA-compliant course materials.

Records Management

All employees considered custodians of records which can include: (electronic, on-line, magnetic tape, optical disk, CD-ROM, paper and microfilm), shall maintain the records in their care and carry out the preservation, microfilming, destruction, or other disposition of the records in accordance with the policies and procedures of the District’s records management program. ([Policy CPC \(LOCAL and LEGAL\)](#))

Fraud and Financial Impropriety

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

This handbook does not represent a contract or create any employment right. Should conflicts exist between this handbook and District Policy, then District Policy governs.

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Outside Employment and Tutoring

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. Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. However, if you are using family medical leave, 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 privately tutor their own students for pay during the school year.

Work-Related Travel

Any travel on the district's behalf must be approved by the principal or departmental administrator and the business office 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, taxes that the District is exempt from paying, personal charges on hotel/motel rooms such as in-room movies, or any other non-allowable charges as defined in the official AISD Travel Procedures document

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.

District Credit Cards and Procurement Cards

We will issue district credit cards and procurement 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 school-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 with School Funds

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, terms of service for online services, and so on must be submitted to the legal office for review and approval **before they are signed.** If you sign a contract other than in accordance with these requirements, the district will not be responsible for any amounts to be paid under that contract and you may be personally responsible.

Complaints and Grievances

AISD encourages employees to resolve concerns at the lowest possible level. We encourage you to attempt an informal resolution meeting directly with the individual involved followed by talking to your principal or supervisor; if this is not successful, the formal grievance process is available to you to address your concerns through the appropriate chain of command. 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 about which you are complaining. Untimely complaints will be heard for timeliness and can be dismissed if deemed untimely. Our policy generally provides for a four-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 and policy 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, term, or continuing contract or employment agreement, must submit a written resignation to the Human Resources Department including their supervisor's signature of acknowledgement. Do not submit a resignation to the principal or departmental administrator without forwarding the document to HR Customer Service. Only the Human Resources Department has authority to act upon receipt of resignations from contract employees. Other employees can resign by informing

the Human Resources Department in writing, preferably at least two weeks prior to the effective date. 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. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Two weeks' notice is typically appreciated in conjunction with a resignation or retirement for the purpose of transition. While two weeks is rarely sufficient for replacement and training of a position, it is beneficial and appreciated. As a result, the notice period should not run concurrently with use of accrued leave time since the employee typically needs to be present to support the transition.

Contract employees have an employment commitment from the district for the entire school year and the employee's commitment in return is to their students and campus or department. Mid-term resignations are very difficult to fill in a timely fashion due to the lack of available candidates during a school year. Employees who choose to retire or resign during a contract period may be asked to provide evidence of physical relocation outside of the DFW area or evidence of a medical condition beyond the scope of our medical leave policies and benefits. In the best interest of students, the district may accept other mid-contract resignation or retirements on the contingency of first identifying a fully certified and capable replacement.

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. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

We have an exit process for every employee who leaves district employment for any reason. Based upon previous employee authorization, the District may reduce a final paycheck until all district equipment, keys, or any other district-owned property or materials have been returned and accounted for as permitted by law.

Reports to the State Board for Educator Certification

The dismissal or resignation of a certified employee will be reported to SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

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- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

Reports Concerning Court-ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

Important Information About Working With Students in the Arlington 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.

Equal Educational Opportunity

The Arlington ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the

Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Director of Transformational Learning.

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 policies FL (Legal) and (Local) contain information related to the confidentiality of student records.

Parent and Student Complaints

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

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

Discipline/Student Supervision and Control

The Board-approved Student Code of Conduct contains all the rules and requirements for conduct and discipline. A copy of the Student Code of Conduct is available on the district website. 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, other students, or employees or to prevent property damage. However, 504 or special education students must be restrained consistent with federal and state law.

Classroom teachers have the authority and responsibility to develop and communicate rules for classroom behavior in alignment with Positive Behavioral Interventions and Supports (PBIS). 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 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. 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.

Administering Medication to Students

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring and deliver to the school nurse, a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

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

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 office. 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 radio stations KRLD or WBAP, watch any local television channel, check the district's website or social media, or check the Arlington ISD app on your smart phone. 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 or other maltreatment of a child, which 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 may have abused or neglected the child must be reported to Child Protective Services. Professionals and 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, **always err on the side of reporting**. Professionals can receive sanctions against their certificates and any person can face criminal charges and dismissal for knowingly failing to make a timely report of known or suspected child abuse or neglect. Your identity will be protected when you make a good faith report.

Child Abuse Reporting Hotline: 800-252-5400 or www.txabusehotline.org

Arlington Police Department: 817-459-6777

Dalworthington Gardens Police Department: 817-275-1234

Grand Prairie Police Department: 972-237-8700

Mansfield Police Department: 817-473-0211

Pantego Police Department: 817-617-3746

Tarrant County Sheriff: 817-884-1213

Parent Organizations

We encourage teachers to be familiar with and take part in, as they choose, the activities of parent groups 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. Your building may have specific procedures for maintaining records of parent contacts.

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 front 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 solely 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 Program

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 504, special education or related services. However, DO NOT 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 Student's Individualized Educational 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. Reasonable efforts will be made to limit meetings during planning periods.

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 of the modifications and/or accommodations 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 a student with disabilities.

Student Attendance Accounting

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, either must bring a note signed by the parent that describes the reason for the absence or the parent must contact the school directly. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

We rely on accurate student attendance accounting for state funding and determining one of the school's ratings under the Student Achievement Indicator System. You must complete daily attendance records for each class. Accurate record keeping is also necessary because of the attendance for credit law, which generally requires that students be present for 90 percent 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 upon 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 specific 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.

You must use the district-provided curriculum, textbooks, or other instructional materials/resources noted in the curriculum documents or otherwise delivered or recommended by district-level instructional support personnel/departments. You 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 policies [EFA \(LEGAL\)](#), [\(LOCAL\)](#), and [\(EXHIBIT\)](#) regarding federal copyright limitations on the use of copied materials in the classroom. Any copying you do for your classes must conform to the fair use guidelines in policy [EFA \(EXHIBIT\)](#).

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 or otherwise delivered or recommended by district-level instructional support personnel/departments.

Lesson Plans

All teachers must prepare lesson plans for each subject or class each week. Your principal will direct you how and when you must submit your lesson plans. 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 including 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 electronic grade reporting system. Your principal will provide a schedule by which grades must be entered.

Grading Guidelines

You may establish grading standards and guidelines for your classroom, provided they are consistent with board policy and 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. Grades must be based on mastery of the state standards for the course. They may not be based on compliance with requests such as bringing in school supplies or other items.

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. Each campus sets a timetable for student make-up work. Make-up assignments should be the same or essentially equal to the assignment or work assigned for students who were present.

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 assignments where students read, watch videos, or consume information using other media for the purpose of preparing 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. Title I funded fieldtrips require special district approval, therefore must be submitted

within State and Federal program department timelines. 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 AISD-approved parent volunteers to assist in supervising students on the field trip.

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.

Student Travel

Particularly for secondary students, travel as part of a sports team, academic competition, or musical competition is a memorable part of the school experience. Before planning any travel for students beyond a field trip for academic purposes, consult the Guidelines for Student Travel document. Separate guidelines for in-state travel (with and without an overnight stay) and out-of-state travel will identify the processes, forms, and approvals necessary to plan such a trip.

Using Films/Movies in Class

Movies can be used effectively for instruction in many courses but must never be used in the classroom as a reward or for entertainment. *Copyright and fair use laws must be followed.* You must confirm we have any necessary and proper licensure of films before showing them.

Tutorials

Your campus may provide selected students with tutorials. Tutorial sessions may be provided before school, after school, or on Saturday. Your principal will provide more information if your campus is slated to provide tutorials this school year.

For staff to receive compensation from State Compensatory Education (SCE) or Title 1 funds, campuses must have a remedial tutorial plan in their Campus

Improvement Plan (CIP). Tutorials must be remedial to Core Academic Subjects, not “homework help” and must be held outside contract hours. Campuses are required to maintain detailed logs of tutorial time and participants.

Use of Electronic Media With Students

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media. An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, text messaging, and web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a *communication*. Inappropriate contact from a student must be reported to the principal or supervisor.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

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- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate appropriately with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student through any means between the hours of 10:00 p.m. and 5:00 a.m.
- The employee does not have a right to privacy with respect to communications with students and parents.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:

- Compliance with the Texas Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. (Policies [CPC](#) and [FL](#))
- Copyright law ([Policy CY](#))
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. ([Policy DF](#))
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

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.

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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 technologies that your students steal, misplace, or do not return.

Some students will receive only electronic instructional resources (rather than a print copy) 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.

Fundraising

You cannot use instructional time to administer or facilitate personal fundraising or fundraising efforts of student or other organizations.

If you are the sponsor of a student group or organization that wishes to conduct a fundraising campaign, you must follow all of the procedures described in the AISD Campus Accounting Manual, including the completion of the Fundraiser Approval Form, to receive prior approval from the principal for the activity. Elementary students will not be allowed to conduct any fundraising activities that involve door-to-door solicitation; however, with adult supervision at all times, secondary students may conduct door-to-door fundraising 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, or no later than the next business day if received after normal school hours, for safekeeping and deposited to the activity account for the group or organization.

Your failure to follow established procedures in the AISD Campus Accounting Manual 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/UIIL Sponsorships

Your principal can assign extra duties related to sponsorship of extracurricular student groups and UIL academic activities. Some of these assignments may have additional stipends. A teacher's primary responsibility is **always** the delivery of the required curriculum to students in your classes.

Bullying

The AISD strives to ensure that all of its students are free from bullying and harassment, including violence in students' relationships. All charges of bullying, harassment, and dating violence are to be taken very seriously by our students, faculty, staff, administration, and parents. We will make every effort to handle and respond to each and every charge and complaint filed by our students, parents and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged offenders.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct, and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school; and
- Includes cyberbullying

Bullying can be on or off campus if it: (A) interferes with a student's educational opportunities; or (B) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Appendix

Board Policies [CQ \(LEGAL\), \(LOCAL\), \(EXHIBIT\)](#): Network and Internet Use

Board Policies [CY \(LEGAL\), \(LOCAL\), \(EXHIBIT\)](#): Intellectual Property

Board Policies [DEC \(LEGAL\) and \(LOCAL\)](#): Leaves and Absences

Board Policies [DECA \(LEGAL\)](#): Family Medical Leave

Board Policies [DGBA \(LEGAL\) and \(LOCAL\)](#): Employee Complaints and Grievances

Board Policies [DIA \(LEGAL\) and \(LOCAL\)](#): Freedom from Harassment

Board Policies [EFA \(LEGAL\), \(LOCAL\), \(EXHIBIT\)](#): Copyright Limitations

Board Policies [FFH \(LEGAL\) and \(LOCAL\)](#): Students Freedom from Harassment

Board Policies [FFI \(LEGAL\) and \(LOCAL\)](#): Bullying

Request for Scheduled Personal Leave

Request for [Sick Leave Bank](#)

Vacation Scheduling Form

[Transfer Request](#)

Educators' Code of Ethics [*Download from SBEC website or use [DH \(EXHIBIT\)](#)*]

Travel Expense/Request for Reimbursement Form

Requisition/Purchase Order/Contract Intake Review Form (1.26.2015 version)

[Level One Complaint Form](#)

General Activity/Transportation Permission Form

AISD Fundraiser Approval Form

Monies Collected from Students-Tabulation

Parent Contact Log

Human Resources Contact Information

Request for Scheduled Personal Leave

Use this form to request personal leave in situations that do not involve your own personal illness or injury or the illness or injury of a member of your immediate family. This form must be turned in to the principal or immediate supervisor at least three working days before the requested date of absence.

Name:

Assignment:

Beginning Date: _____

Ending Date: _____

The principal or supervisor may withdraw approval for scheduled personal leave 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. In deciding to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

You will not be paid for days of personal leave if you do not comply with this procedure for scheduling.

For Office Use Only:

Number Days Requested: _____

Number Days Available: _____

Number Days Charged: _____

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Overtime Authorization Form

(Salaried Non-Exempt Overtime is paid through comp time accrual.)

Use this form to request permission for overtime work. This form must be turned in to the principal or immediate supervisor prior to working overtime. Only administrator responsible for specific budget code listed may approve overtime requests.

Employee (SNE/Hourly) requesting overtime: _____

Purpose of overtime work:

Hours to be worked in excess of 40: _____ Date/Time: _____

Budget code to be charged: _____

Employee Name (printed)	Signature	Date
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Approved

Denied

Budget Code Admin Name (printed)	Signature	Date
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Employee Complaint Form

Arlington Independent School District Level One

Complete this form in accordance with District policy DGBA (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level One complaint to your campus principal, immediate supervisor, or other person specified in policy DGBA (LOCAL). Your principal or supervisor will forward the grievance document to Human Resources.

1. Name _____
2. Position/Campus _____
3. The date of the event or action that gave rise to this complaint _____
4. A detailed factual description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary.)

5. Explain specifically how you were harmed or injured by the facts that you provided in response to item 4 above.

6. Specifically identify, and attach if possible, any documents upon which you will rely during the grievance process and explain what those documents will prove. (If you do not have these documents at the time you file your grievance, you will be able to provide copies at the Level One conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

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7. Identify the specific policy or policies, constitutional or statutory provision, or administrative regulations that you allege have been misapplied or the specific type of discrimination that you allege was committed. For each, provide the facts that support your allegations.

8. The district wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received.

9. Identify the remedy you seek for this complaint.

Employee's Signature

Date Submitted

Name, address, e-mail address, and telephone and fax number of representative, if any.

Copies of Levels II, III, and IV appeals can be found on the district's website.

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Consent to Medical Treatment

By my signature below, I authorize the principal or other professional employee who is supervising curricular and extracurricular activities to consent to emergency medical treatment for my minor child's illness or injury that may occur while my child is participating in curricular and extracurricular activities. I also authorize emergency transport of my child by available emergency medical services.

Known Allergies: _____

Current Medications: _____

Insurance Information: _____

Insurance Responsible Party: _____

(Parent Name—Printed)

(Parent Signature)

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Human Resources Contact Information

The Human Resources Department is divided into four functional groups: (1) Human Resources Customer Service, (2) Recruiting and Sourcing, (3) HR Development and Employee Relations (4) Benefits and Compensation. A brief description of each function and contact information is included below. You are encouraged to contact the group that most closely fits your needs.

Human Resources Customer Service

- Trained to answer first level policy, procedure and benefits questions.
- Supports new hire processes and paperwork once an offer has been accepted.
- Completes verifications of employment.
- Responds to requests for copies of personnel file information or certifications.
- Handles exit interview processes and questionnaires.

Main Phone Number: 77290.

Email Address: HRCustomerService@aisd.net

HR Development and Employee Relations

- Supports both employees and administrators/managers to investigate and resolve workplace related conflict.
- Responds to concerns regarding behavior that is in conflict with board policy, law or other district guidelines (e.g., employee handbook).
- Provides coaching and leadership development training for administrators and department managers.

Phone numbers: 77739; 77460; 77458; 77207, 77479.

Email Addresses: kbyers@aisd.net; jwrigh10@aisd.net; arowe@aisd.net; djohns75@aisd.net

Recruiting and Sourcing

- Responsible for posting positions and sourcing candidates to fill our jobs.
- Attends career fairs, maintains job boards, advertises positions, etc.
- Manages candidate flow including digital interviewing and other selection tools.
- Supports internal candidate transfer processes and applications.
- Point of contact for all external candidates.
- Maintains equal opportunity employment in all recruitment processes.

Phone numbers: 77216; 77200; 77736; 77459.

Email Address: HRRecruiting@aisd.net; subservices@aisd.net

Benefits and Compensation:

- Manages Open Enrollment and major medical/dental plan responsibilities.
- Manages additional employee benefits made available by the district.
- Supports TRS retirement processes for employees.
- Administers employee wellness program.
- Responsible for annual review of market-based salary ranges and administration of stipends.
- Responsible for district recognition programs.

Phone numbers: 77362; 77480; 77700.

Email Addresses: hrbenefits@aisd.net

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