

# **Aledo**

## **Independent School District**



### *Employee Handbook*

### **2024-2025**

*If you have difficulty accessing the information in this document because of a disability, please email: Kimberly Raymond, Deputy Superintendent.*

# Table of Contents

<u>INTRODUCTION</u>	<u>5</u>
<u>DISTRICT INFORMATION</u>	<u>6</u>
<u>Description of the District</u>	<u>6</u>
<u>District Web Site</u>	<u>6</u>
<u>Central Administration / Campus and Departments Directory</u>	<u>6</u>
<u>Mission Statement</u>	<u>6</u>
<u>Vision Statement</u>	<u>7</u>
<u>Board of Trustees</u>	<u>7</u>
<u>Board Meeting Schedule for 2024-2025</u>	<u>8</u>
<u>Administration</u>	<u>8</u>
<u>EMPLOYMENT</u>	<u>10</u>
<u>Equal Employment Opportunity</u>	<u>10</u>
<u>Job Vacancy Announcements</u>	<u>10</u>
<u>Employment after Retirement</u>	<u>10</u>
<u>Contract and Non-contract Employment</u>	<u>11</u>
<u>Certification and Licenses</u>	<u>12</u>
<u>Recertification of Employment Authorization</u>	<u>12</u>
<u>Searches and Alcohol and Drug Testing</u>	<u>12</u>
<u>Employees Required to Have a Commercial Driver’s License</u>	<u>13</u>
<u>Health Safety Training</u>	<u>13</u>
<u>Reassignments and Transfers</u>	<u>13</u>
<u>Identification of Reassignment Professionals</u>	<u>14</u>
<u>Definition of Seniority</u>	<u>14</u>
<u>Grade-level or Campus-wide Determination</u>	<u>14</u>
<u>Proficient Performance</u>	<u>15</u>
<u>Workload and Work Schedules</u>	<u>15</u>
<u>Breaks for Expression of Breast Milk</u>	<u>16</u>
<u>Notification to Parents Regarding Qualifications</u>	<u>16</u>
<u>Outside Employment and Tutoring</u>	<u>17</u>
<u>Performance Evaluation</u>	<u>17</u>
<u>Employee Involvement</u>	<u>18</u>
<u>Staff Development</u>	<u>18</u>
<u>COMPENSATION AND BENEFITS</u>	<u>18</u>
<u>Salaries, Wages, and Stipends</u>	<u>18</u>
<u>Paychecks</u>	<u>19</u>
<u>Direct Payroll Deposit</u>	<u>22</u>
<u>Payroll Deductions</u>	<u>22</u>
<u>Timekeeping</u>	<u>22</u>

<a href="#">AISD ID Badge</a>	23
<a href="#">Daily Clock-in/Clock-out</a>	23
<a href="#">Clock Locations</a>	23
<a href="#">Clock Problems</a>	23
<a href="#">Docked Pay</a>	23
<a href="#">Duty-Free Lunch</a>	24
<a href="#">Overtime Compensation</a>	24
<a href="#">Compensatory Time</a>	25
<a href="#">Calculating Worked Hours</a>	25
<a href="#">Voluntary Occasional &amp; Sporadic Employment</a>	26
<a href="#">Record Keeping and Timekeeping</a>	26
<a href="#">Time &amp; Attendance Timekeeping System</a>	26
<a href="#">Record Falsification or Tampering</a>	27
<a href="#">Travel Expense Reimbursement</a>	27
<a href="#">Health, Dental, and Life Insurance</a>	27
<a href="#">Supplemental Insurance Benefits</a>	28
<a href="#">Cafeteria Plan Benefits (Section 125)</a>	28
<a href="#">Worker’s Compensation Insurance</a>	28
<a href="#">Unemployment Compensation Insurance</a>	28
<a href="#">Teacher Retirement</a>	29
<a href="#">Other Benefit Programs</a>	29
<a href="#">Employee’s Children at Work</a>	29
<a href="#">Child Development Center</a>	30
<a href="#">LEAVES AND ABSENCES</a>	30
<a href="#">    Leave Proration</a>	30
<a href="#">    Requesting Leave</a>	31
<a href="#">    Personal Leave</a>	31
<a href="#">    Nondiscretionary</a>	31
<a href="#">    Discretionary</a>	32
<a href="#">    Limitations on Discretionary Leave</a>	32
<a href="#">    State Sick Leave</a>	32
<a href="#">    Local Leave</a>	32
<a href="#">    Vacation Leave</a>	33
<a href="#">    Policy DED</a>	33
<a href="#">    Sick Leave Bank</a>	33
<a href="#">    Continuation of Health Insurance</a>	33
<a href="#">    Family and Medical Leave (FMLA) – General Provisions</a>	33
<a href="#">    Local Family and Medical Leave Provisions</a>	36
<a href="#">    Temporary Disability Leave</a>	37
<a href="#">    Workers’ Compensation Benefits</a>	37

<a href="#">Assault Leave</a>	38
<a href="#">Bereavement Leave</a>	38
<a href="#">Jury Duty</a>	38
<a href="#">Compliance with a Subpoena</a>	38
<a href="#">Truancy Court Appearances</a>	39
<a href="#">Religious Observance</a>	39
<a href="#">Military Leave</a>	39
<a href="#">Mental Health Leave for Peace Officers and Licensed Telecommunicators</a>	39
<a href="#">Quarantine Leave for Peace Officers</a>	40
<b>EMPLOYEE RELATIONS AND COMMUNICATIONS</b>	40
<a href="#">Employee Recognition and Appreciation</a>	40
<a href="#">District Communications</a>	41
<b>COMPLAINTS AND GRIEVANCES</b>	41
<b>EMPLOYEE CONDUCT AND WELFARE</b>	41
<a href="#">Standards of Conduct</a>	41
<a href="#">Texas Educators' Code of Ethics</a>	42
<a href="#">Discrimination, Harassment, &amp; Retaliation</a>	45
<a href="#">Harassment of Students</a>	45
<a href="#">Reporting Suspected Child Abuse</a>	46
<a href="#">Sexual Abuse and Maltreatment of Children</a>	47
<a href="#">Reporting Crime</a>	47
<a href="#">Scope and Sequence</a>	47
<a href="#">Technology Resources</a>	48
<a href="#">Personal Use of Electronic Communication</a>	48
<a href="#">Electronic Communication between Employees, Students, and Parents</a>	49
<a href="#">Dress Code</a>	52
<a href="#">Public Information on Private Devices</a>	53
<a href="#">Criminal History Background Checks</a>	54
<a href="#">Employee Arrests and Convictions</a>	54
<a href="#">Certified Employees</a>	54
<a href="#">Use of Tobacco and Nicotine Products and E-Cigarettes</a>	55
<a href="#">Fraud and Financial Impropriety</a>	55
<a href="#">Conflict of Interest</a>	56
<a href="#">Gifts and Favors</a>	56
<a href="#">Copyrighted Materials</a>	57
<a href="#">Association and Political Activities</a>	57
<a href="#">Charitable Contributions</a>	57
<a href="#">Safety and Security</a>	57
<a href="#">Possession of Firearms and Weapons</a>	58
<a href="#">Visitors in the Workplace</a>	58

<u>Asbestos Management Plan</u>	<u>59</u>
<u>Pest Control Treatment</u>	<u>59</u>
<u>GENERAL PROCEDURES</u>	<u>59</u>
<u>Emergency/Bad Weather School Closing</u>	<u>59</u>
<u>Emergency</u>	<u>59</u>
<u>Purchasing Procedures</u>	<u>60</u>
<u>Name and Address Changes</u>	<u>60</u>
<u>Personnel Records</u>	<u>60</u>
<u>Facilities Use</u>	<u>60</u>
<u>Employee Operated Camps/Fund Raisers</u>	<u>61</u>
<u>TERMINATION OF EMPLOYMENT</u>	<u>61</u>
<u>Resignations</u>	<u>61</u>
<u>Dismissal or Nonrenewal of Contract Employees</u>	<u>61</u>
<u>Dismissal of Noncontract Employees</u>	<u>62</u>
<u>Discharge of Convicted Employees</u>	<u>62</u>
<u>Exit Interviews and Procedures</u>	<u>63</u>
<u>Reports to Texas Education Agency</u>	<u>63</u>
<u>Reports Concerning Court-Ordered Withholding</u>	<u>63</u>
<u>STUDENT ISSUES</u>	<u>64</u>
<u>Equal Educational Opportunities</u>	<u>64</u>

## INTRODUCTION

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

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

## **DISTRICT INFORMATION**

### ***Description of the District***

The Aledo Independent School District is a fast-growing district, covering 131.13 square miles in the eastern portion of Parker County. The District's boundaries cover many acres of ranch/farm land and residential developments. The cities of Aledo, Annetta, North Annetta, and South Annetta are included in the District's boundaries as well as a portion of Hudson Oaks, Willow Park, Benbrook, Fort Worth and Weatherford. Since 1999, the District has grown from a total enrollment of 2,913 to over 8,000 students.

### ***District Web Site***

Aledo ISD's web site address is <https://www.aledoisd.org/>

### ***Central Administration / Campus and Departments Directory***

Central Administration Superintendent	817-441-5110
Curriculum/Instruction & Professional Dev.	817-441-5199
Business Office	817-441-5111
Student Services, Assessment & Accountability	817-441-5161
Special Programs	817-441-5199
Human Resources	817-441-8327
The Learning Center	817-441-5176
Aledo High School	817-441-8711
Don Daniel 9 <sup>th</sup> Grade Campus	817-441-4504
Aledo Middle School	817-441-5198
McAnally Middle School	817-441-8347
Aledo Child Development Center	817-207-3416
Early Childhood Academy	817-207-3415
Annetta Elementary	817-207-3405
Coder Elementary	817-441-6095
Lynn McKinney Elementary	817-207-3425
McCall Elementary	817-441-4500
Stuard Elementary	817-441-5103
Vandagriff Elementary	817-441-8771
Walsh Elementary	817-207-3355
Police/Technology Center	817-441-5184
Cafeteria Services	817-441-5142
Maintenance	817-441-5192
Transportation	817-441-5141 (North) 817-441-5182 (South)

## **Mission Statement**

### **Policy AE**

Ensuring high levels of learning for all students.

## **Vision Statement**

Growing Greatness through exceptional experiences that empower learners for life.

## **Board of Trustees**

### **Policies BA, BB Series, BD Series & BE Series**

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

The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected annually by place and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District. The District outlines the method for Board of Trustee elections in Board [Policy BBB\(Local\)](#).

Current board members include:

- |  |                          |
|--|--------------------------|
| → Forrest Collins, President (Place 4) | → Zach Tarrant (Place 6) |
| → David Lear, Vice President (Place 1) | → Hoyt Harris (Place 7)  |
| → Jennifer Taylor, Secretary (Place 5) | → Jim Scott (Place 2)    |
| → Jeremy Pruett (Place 3)              |                          |

The Board usually meets the third Monday every month at 6:00 p.m. in the boardroom at the Administration Building. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at each campus at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed sessions 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 to consult with attorneys regarding pending litigation.

## **Board Meeting Schedule for 2024-2025**

Regular Board Meeting: September 19, 2023  
Regular Board Meeting- October 23, 2023  
Regular Board Meeting- November 13, 2023  
Regular Board Meeting- December 18, 2023  
Regular Board Meeting- January 16, 2024  
Regular Board Meeting- February 19, 2024  
Regular Board Meeting- March 18, 2024  
Regular Board Meeting- April 15, 2024  
Regular Board Meeting- May 20, 2024  
Regular Board Meeting- June 17, 2024  
Regular Board Meeting- July 22, 2024  
Regular Board Meeting- August 19, 2024

## ***Administration***

Dr. Susan Bohn, J.D., Superintendent  
Kimberly Raymond, Deputy Superintendent  
Dr. Amber Crissey, Assistant Superintendent of Curriculum & Instruction  
Dr. Ingia Saxton, Assistant Superintendent  
Earl Husfeld, Chief Financial Officer  
Scott Kessel, Executive Director of Student Services  
Mercedes Mayer, Director of Communications  
Christopher Campbell, Director of Maintenance & Operations  
Brooks Moore, Executive Director of Technology

The [2024-2025 AISD Instructional Calendar](#) can be found on the Aledo ISD website.



# 2024-2025 ALEDO ISD INSTRUCTIONAL CALENDAR

2024

Students DO NOT attend school on:

- Holidays
- Professional Learning Days
- Work Days
- Staff Flex Days
- Early Release

Red Numbers = State Testing Window

**JULY 2024**

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			

July 30-31 ..... New Teacher Academy

**AUGUST 2024**

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

Aug. 1 ..... New Teacher Academy  
 Aug. 5-13 ..... 5 District/Campus PL Days & 2 Work Days  
 Aug. 14 ..... 1st Grading Cycle Begins  
 Aug. 30 ..... Student Holiday/Work Day

**SEPTEMBER 2024**

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					

Sept. 2 ..... Student/Staff Holiday  
 Sept. 20 ..... Student Holiday/Work Day

**OCTOBER 2024**

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		

Oct. 9 ..... 1st Grading Cycle Ends  
 Oct. 10 ..... Student Holiday/PL Day  
 Oct. 11 ..... Student/Staff Holiday  
 Oct. 14 ..... Student/Staff Holiday  
 Oct. 15 ..... Student Holiday/Work Day  
 Oct. 16 ..... 2nd Grading Cycle Begins

**NOVEMBER 2024**

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

Nov. 1 ..... Student Holiday/Work Day  
 Nov. 22 ..... Student Holiday/PL Day  
 Nov. 25-29 ..... Student/Staff Holiday

**DECEMBER 2024**

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				

Dec. 19 ..... Early Release/Work Day  
 Dec. 19 ..... 2nd Grading Cycle Ends  
 Dec. 20-31 ..... Student/Staff Holiday

**JANUARY 2025**

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

Jan. 1-3 ..... Student/Staff Holiday  
 Jan. 6 ..... Student Holiday/PL Day  
 Jan. 7 ..... Student Holiday/WK Day  
 Jan. 8 ..... 3rd Grading Cycle Begins  
 Jan. 20 ..... Student/Staff Holiday

**FEBRUARY 2025**

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	

Feb. 14 ..... Student Holiday/PL Day  
 Feb. 17 ..... Student Holiday/Work Day

**MARCH 2025**

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					

March 7 ..... Early Release/Work Day  
 March 7 ..... 3rd Grading Cycle Ends  
 March 10-14 ..... Student/Staff Holiday  
 March 17 ..... Student Holiday/PL/WK Day  
 March 18 ..... 4th Grading Cycle Begins

**APRIL 2025**

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			

April 18 ..... Student Holiday/Flex Day  
 April 21 ..... Student Holiday/Work Day

**MAY 2025**

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

May 22 ..... Early Release/Work Day  
 May 22 ..... 4th Grading Cycle Ends  
 May 23 ..... Staff Work Day  
 May 26 ..... Staff Holiday  
 May 27-28 ..... Flex Days

**JUNE 2025**

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					

2025

Grading Cycles:  
 1st ..... 38 Days  
 2nd ..... 40 Days  
 3rd ..... 40 Days  
 4th ..... 46 Days  
 Total School Days: 164

Semester 1 ..... 78 Days  
 Semester 2 ..... 86 Days  
 Total School Days: 164

APPROVED 1-16-24

## EMPLOYMENT

### ***Equal Employment Opportunity***

#### **[Policies DAA, DIA](#)**

In its efforts to promote nondiscrimination and as required by law, Aledo Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex/gender, pregnancy, age, national origin, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *[Kimberly Raymond, Deputy Superintendent, 1008 Bailey Ranch Rd, Aledo, TX 76008, [kraymond@aledoisd.org](mailto:kraymond@aledoisd.org), (817)441-8327]*. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *[Margaret Bloodworth, Director of Special Programs, 1008 Bailey Ranch Rd, Aledo, TX 76008, [mbloodworth@aledoisd.org](mailto:mbloodworth@aledoisd.org), (817)441-8327]*.

### ***Job Vacancy Announcements***

#### **[Policy DC](#)**

Announcements of job vacancies by position and locations are posted on a regular basis to the District's website., [www.aledoisd.org/careers](http://www.aledoisd.org/careers).

### ***Employment after Retirement***

#### **[Policy DC](#)**

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances or on a full or part time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can

contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Contract and Non-contract Employment**

### **Policies DC Series**

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary or term contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

### **Probationary Contracts**

Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive probationary contracts during their first full year of employment. Former employees who are hired after at least a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed on a probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

### **Term Contracts**

Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

### **Non-certified Professional and Administrative Employees**

Employees in professional and administrative positions that do not require SBEC certification, such as speech language pathologists, physical therapists, occupational therapists, school psychologists, licensed professional counselors, special education counselors, and any career and technical education teacher or teacher hired in accordance with the district's innovation plan who does not hold a State Board for Educator (SBEC) certification, are employed on one-year contracts. These contracts are not subject to the provisions for nonrenewal or termination under the Texas Education Code and are classified as non-Chapter 21 contracts.

### **Paraprofessional and Auxiliary Employees**

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

## ***Certification and Licenses***

### **Policies DBA, DF**

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Office in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of, their license.

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

## ***Recertification of Employment Authorization***

### **Policy DC**

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Sherry Taylor, Human Resources Executive Director, if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

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

### **Policy DHE & CQ**

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or that are used in district business.

Disciplinary action, up to and including termination, may result if an employee refuses to submit to drug testing or is found to violate district policy.

## ***Employees Required to Have a Commercial Driver's License***

### **Policy DBA**

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

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

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

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

## ***Health Safety Training***

### **Policies DBA, DMA**

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Brandy Belk, Athletic Director, [bbelk@aledoisd.org](mailto:bbelk@aledoisd.org).

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

## ***Reassignments and Transfers***

### **Policy DK**

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due

to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and district policy.

[DGBA\(LOCAL\)](#),[DGBA\(LEGAL\)](#).

An employee with the required qualifications for a position may request a transfer to another campus or department. An employee requesting a transfer to another campus before the school year begins must submit his or her request on their Statement of Intent, which is distributed electronically during early spring. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Deputy Superintendent's office and must be approved by the receiving supervisor.

### ***Identification of Reassignment Professionals***

The identification of excess teachers and other campus instructional professionals is based on district seniority with some exceptions. These exceptions, in consultation with the Human Resources Department, can include:

- Certification, endorsement, prior experience in content or grade level impacted
- Bilingual ability
- Responsibility for specified initiatives designed in the Campus Improvement Plan
- Extracurricular assignments
- Maintaining balance of veteran and new teachers on campus

### ***Definition of Seniority***

Seniority is continuous uninterrupted service with the District, campus, grade level or subject area. A teacher or other campus instructional professional returning to duty following an official leave of absence maintains the system seniority held when the teacher or other campus instructional professional went on leave. Four and one-half months, a full semester more than four calendar months, or 90 actual working days in a school year shall count as a full year for seniority purposes.

### ***Grade-level or Campus-wide Determination***

While using district seniority to determine excess staff, elementary principals can either use grade-level or campus-wide distribution of teachers to determine excess status as based on student enrollment projections. Once an elementary principal declares the use of grade-level or campus-wide distribution, the principal must maintain that same system until the first day of classes. Beginning on the first day of class, the principal may only use grade-level seniority to identify excess teachers.

### ***Proficient Performance***

Only teachers and other campus instructional professionals whose performance is at least proficient will be placed on the excess list. Teachers and other campus instructional professionals who are on an intervention plan and/or have been in contractual difficulty for the current school year shall not be placed on the excess list.

### **Identification and Notification**

Principals will identify excess teachers and other campus instructional professionals. The campus principal will provide notification to teachers and other campus instructional professionals who are identified as excess. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and district policy [DGBA\(Local\)](#).

### **Workload and Work Schedules**

[Policies, DL, DEAB, DK](#)

#### **Professional Employees**

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10, 11, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

Employee Daily Work Schedules & Student Start and End Times:

#### **Student start and end times are as follows:**

Elementary	7:40 am	3:10 pm
Middle	8:40 am	4:10 pm
High School/TLC/9th	8:40 am	4:10 pm

#### **Minimum staff work schedules are as follows:**

*Required attendance at faculty meetings for professional staff members is not restricted to these hours.*

Elementary	7:15 am	3:25 pm
Middle	8:10 am	4:20 pm
High School/TLC/9th	8:10 am	4:20 pm
Central Office	8:00 am	4:30 pm

#### **Office hours for all district campuses are as follows:**

*Administrators shall be on duty to respond to campus needs at the times specified as office hours. The office phones shall be answered per the office hours listed for each campus.*

Elementary	7:15 am	3:45 pm
------------	---------	---------

Middle	8:00 am	4:30 pm
High School/TLC/9th	8:00 am	4:30 pm
Central Office	8:00 am	4:30 pm

### **Paraprofessional and Auxiliary Employees**

Support employees are employed at will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor (see ***Overtime Compensation***).

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

#### **[Policies DEAB, DG](#)**

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the Executive Director of Human Resources, (817) 441-8327.

### **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the Campus Administrator to begin the interactive process.

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

#### **[Policies DBA, DK](#)**

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate

or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call our Human Resources Department.

## **Outside Employment and Tutoring**

### **[Policy DBD](#)**

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 permitted because of a conflict of interest.

## **Performance Evaluation**

### **[Policies DN Series](#)**

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

#### **1) Scheduling of Appraisals**

Classroom observations of teachers shall be scheduled by date and time.

#### **2) Appraisal Calendar**

The 2024-2025 Appraisal Calendar is as follows: September 6, 2024, is first day that observations can be held; April 25, 2025, is the last day for observations, excluding the last day of instruction before an official school holiday.

#### **3) Probationary Teachers**

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of a contract term.

#### **4) Employment Decisions**

When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.

#### **5) Grievance**

A teacher, principal or employee may formally grieve his/her T-TESS/T-PESS/Position appraisal by following procedures in Board [Policy DGBA\(Local\)](#).

## **Nurses**

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request,

orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **Employee Involvement**

### **[Policies BQA, BQB](#)**

At both, the campus and district levels, Aledo ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Campus Principal or Dr. Ingia Saxton, Assistant Superintendent of Students & Community Programs, [isaxton@aledoisd.org](mailto:isaxton@aledoisd.org).

## **Staff Development**

### **[Policy DMA](#)**

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

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

To view Aledo ISD's professional learning guidelines and requirements, click [HERE](#).

# **COMPENSATION AND BENEFITS**

## **Salaries, Wages, and Stipends**

### **[Policies DEA, DEAA, DEAB](#)**

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

All employees can access their pay information in Employee Portal, linked [here](#), at the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees

who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact the Payroll Office at 817-441-5111 for more information about the District's pay schedules or their own pay.

## **Paychecks**

All employees, except certain Auxiliary staff, are paid monthly. Payroll is direct deposited. Payroll information will not be released to any person other than the District employee without the employee's written authorization. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Employees are responsible for regularly reviewing the accuracy of their pay statement. Employees are responsible for regularly reviewing the accuracy of their pay statement.

Auxiliary staff, not consider administrative or paraprofessional staff, who work in the following departments will be paid biweekly:

- Transportation
- Child Nutrition Services
- Maintenance
- Police
- CDC

The schedules of pay dates for the 2024-2025 school year are as follows:

**Aledo ISD  
Monthly  
Payroll Dates Calendar  
2024-2025**

	Supplemental / Sub Pay Period	Supplemental / Sub Due to Payroll Office	Pay Date
<b>September</b>	07/29/24 to 08/25/24	Aug. 29	Sept. 13
<b>October</b>	08/26/24 to 09/29/24	Oct. 3	Oct. 15
<b>November</b>	09/30/24 to 10/27/24	Oct. 31	Nov. 15
<b>December</b>	10/28/24 to 12/01/24	Dec. 5	Dec. 13
<b>January</b>	12/02/24 to 12/29/24	Jan. 2	Jan. 15
<b>February</b>	12/30/24 to 01/26/25	Jan. 30	Feb. 14
<b>March</b>	01/27/25 to 02/23/25	Feb. 27	March 14
<b>April</b>	02/24/25 to 03/30/25	April 3	April 15
<b>May</b>	03/31/25 to 04/27/25	May 1	May 15
<b>June</b>	04/28/25 to 06/01/25	June 5	June 13
<b>July</b>	06/02/25 to 06/29/25	July 3	July 15
<b>August</b>	06/30/25 to 07/27/25	July 31	Aug. 15

**Aledo ISD  
Biweekly  
Payroll Dates Calendar  
2024-2025**

	<b>Supplemental Pay Period</b>	<b>Supplemental Due to Payroll Office</b>	<b>Pay Date</b>
<b>September</b>	08/19/24 to 09/01/24	Sep. 4	Sep. 13
	09/02/24 to 09/15/24	Sep. 18	Sep. 27
<b>October</b>	09/16/24 to 09/29/24	Oct. 02	Oct. 11
	09/30/24 to 10/13/24	Oct. 16	Oct. 25
<b>November</b>	10/14/24 to 10/27/24	Oct. 30	Nov. 8
	10/28/24 to 11/10/24	Nov. 13	Nov. 22
<b>December</b>	11/11/24 to 11/24/24	Nov. 27	Dec. 06
	11/25/24 to 12/08/24	Dec. 11	Dec. 20
<b>January</b>	12/09/24 to 12/22/24	Dec. 25	Jan. 03
	12/23/24 to 01/05/25	Jan. 8	Jan. 17
	01/06/25 to 01/19/25	Jan. 22	Jan. 31
<b>February</b>	01/20/25 to 02/02/25	Feb. 05	Feb. 14
	02/03/25 to 02/16/25	Feb. 19	Feb. 28
<b>March</b>	02/17/25 to 03/02/25	Mar. 05	Mar. 14
	03/03/25 to 03/16/25	Mar. 19	Mar. 28
<b>April</b>	03/17/25 to 03/30/25	Apr. 02	Apr. 11
	03/31/25 to 04/13/25	Apr. 16	Apr. 25
<b>May</b>	04/14/25 to 04/27/25	Apr. 30	May 9
	04/28/25 to 05/11/25	May 14	May 23
<b>June</b>	05/12/25 to 05/25/25	May 28	Jun. 06
	05/26/25 to 06/08/25	Jun. 11	Jun. 20
<b>July</b>	06/09/25 to 06/22/25	Jun. 25	Jul. 03
	06/23/25 to 07/06/25	Jul. 9	Jul. 18
<b>August</b>	07/07/25 to 07/20/25	Jul. 23	Aug. 01
	07/21/25 to 08/03/25	Aug. 06	Aug. 15
	08/04/25 to 08/17/25	Aug. 20	Aug. 29

## Direct Payroll Deposit

Employees will have their paychecks electronically deposited into an account at their bank of choice. A notification period of 30 days is necessary to activate this service. Contact the Payroll Office at 817-441-5111 for more information about the direct payroll deposit service.

## Payroll Deductions

### Policy CFEA

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

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

### Other payroll deductions

- Employees may elect deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the board.
- Salary deductions are automatically made for unauthorized or unpaid leave.
- When the District incurs in the expenses associated with the fingerprints process and the employee leaves before working a total of 90- days or more, the district will deduct from the employee's final paycheck the fees associated with this process.

## Overpayments

Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

## Timekeeping

It is required that all auxiliary and paraprofessional (hourly and non-exempt) employees utilize the electronic time-keeping system Time & Attendance through Frontline to track their time worked. It is imperative that all hourly and non-exempt employees use the electronic time clock to punch in and out on a daily basis as your pay is calculated directly from your clocked hours. In

the case of a paraprofessional, while you may not be paid “directly” from hours clocked, the Human Resources office uses the electronic records to track leave and overtime (see **Overtime Compensation**).

All non-exempt employees are required to work, at a minimum, their regularly scheduled weekly hours and are compensated at one and one-half times their hourly rate for any time worked in excess of 40 hours in a given week. The electronic system provides the required documentation to ensure accurate record-keeping for all employee overtime and personal and staff development leave and promotes effective and efficient use of Frontline’s Time & Attendance, the district’s timekeeping system.

In order to ensure consistency of treatment for all auxiliary and paraprofessional staff, the data recorded in the electronic system shall be considered as the “official” record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official electronic records. In order for the electronic timekeeping system to work as intended, all non-exempt employees must participate. Outlined below are some important rules.

### **AISD ID Badge**

All employees are assigned an ID Badge upon hire. Hourly and non-exempt employees shall use the provided ID Badge to clock in at the time clock (kiosk) location. A non-exempt employee can also clock in and out using a personal device such as computer or cellular phone if they are within the District’s IP address of their building location.

### **Daily Clock-in/Clock-out**

It is required that **all** non-exempt employees “clock in” upon arrival to work in the morning, “clock out” to go to lunch, “clock in” when returning from lunch, and “clock out” at the end of the workday at their place of work. Under certain conditions, such as a training course at a different location or at a location without an electronic time clock access, the employee shall clock in/out at the different location or be clocked in/out manually by the Campus/Department supervisor or designee. Employees should never work off the clock, even if they are asked to do so by their supervisor. If your supervisor asks you to work off the clock, please notify the Human Resources Executive Director.

### **Clock Locations**

Time & Attendance clocks are located in every building. Please check with the office staff regarding the clock location at your Campus.

### **Clock Problems**

If any employee is unable to clock in or clock out because of a time clock malfunction, it is the employee’s responsibility to immediately inform the Campus/Department supervisor or designee. Your Campus shall contact the Technology Department for assistance.

### **Docked Pay**

Employees who are absent and have used all their earned sick days, personal days, etc., their pay shall be docked for the time missed, based on their pay rate.

## Duty-Free Lunch

Each eligible employee, based on his or her assignment, must have at least a thirty (30) minute duty-free lunch as follows:

8 hours + ½ hour duty-free lunch = 8 and a 1/2 hour workday

The daily duty-free lunch period is unpaid and the employee may not perform any job duties during this time. No thirty (30) minute lunch or part of a lunch may be used to shorten the beginning or the end of the scheduled 8-hour workday unless approved by the site/campus administrator or supervisor with relation to compensatory time due.

## Overtime Compensation

### *Policy DEAB, DEC*

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at midnight Sunday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

**A nonexempt employee must have the approval of his or her supervisor before working overtime.** An employee who works overtime without prior approval is subject to discipline.

Employees may be compensated for overtime (i.e. hours beyond 40 hours in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay.

Examples:

Overtime paid as straight time

35 hours physically worked

8 hours out on leave

43 hours paid/accrued at the regular hourly rate

Overtime paid at overtime rate

42 hours physically worked in a given week

2 hours paid out or accrued as compensatory time at a rate of time-and-a-half

The following applies to all nonexempt employees (See [DEAB Policy](#)):

- Compensatory time earned may not accrue beyond a maximum of 30 hours.
- Administrative regulations must be strictly adhered to in compensatory time or overtime.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- Compensatory time must be used in the duty year in which it is earned.
- An employee is required to use compensatory time before using available paid leave (e.g., sick, personal leave).
- Weekly time records will be maintained in Frontline Time & Attendance on all nonexempt employees for the purpose of wage and salary administration.
- Each non-exempt employee will submit their weekly time record through Frontline Time & Attendance
- Compensatory time shall be used during the employee's corresponding work calendar days.

## **Compensatory Time**

### ***Policy DEAB, DEC***

In AISD for nonexempt, non-auxiliary employees, hours worked over (40) hours for the workweek will accrue as compensatory (comp) time rather than as overtime pay. Comp time is time off earned at a rate of one and one-half times the number of hours worked by the employee over a regular forty (40) hour workweek.

Compensatory time can be utilized either at the discretion of the employee or the District. However, it must adhere to the guidelines outlined in this Handbook and the District's DEC regulations. Employees are allowed to carry a maximum of 30 hours of compensatory time. The use of compensatory time should not unduly disrupt the operations of the District.

Employees may use up to 5 consecutive comp days if approved in advance. If an employee's use of compensatory time requires the employment of substitute or extra part-time personnel, the use of compensatory time must be pre-approved. The District may also require an employee to use compensatory time when in the best interest of the District. Likewise, the District requires an employee to use compensatory time first when an employee has accumulated both compensatory time and paid leave available in a school year.

## **Calculating Worked Hours**

Actual hours worked are crucial in determining eligibility for overtime and compensatory time. All time spent in physical or mental exertion performing job-related activities which are controlled and/or required by the District is considered worked time. Holidays, Sick Leave, Compensatory Time, Vacation Days, and Bad Weather Days are considered non-work time in the calculation of overtime and compensatory time. These non-work hours will be deducted from the standard workweek period prior to the calculation of any overtime and compensatory time earned. Therefore, if a nonexempt employee works more than eight hours a day during the AISD workweek but does not work over 40 hours for the week, the employee is not entitled to overtime and compensatory time for that week.

### **Voluntary Occasional & Sporadic Employment**

If a nonexempt employee voluntarily, at his or her own option, chooses to perform occasional AISD work or duties, different from his or her regular job or duty, those total hours worked will not be combined for purposes of determining overtime compensation due on the regular, primary job. Employees are free to refuse to perform such work without sanction and without being required to explain or justify the decision.

### **Record Keeping and Timekeeping**

Those employees who are non-exempt are responsible for clocking in/out and reporting missed punches. All administrators and supervisors are responsible for correcting non-exempt employees missed punches, adding time worked not clocked and approving timesheets no less than monthly for all nonexempt personnel. A Time & Attendance electronic timesheet shall be maintained to ensure accurate reporting of **approved** comp time/overtime hours.

### **Time & Attendance Timekeeping System**

It is a job requirement to clock-in and clock out using the Employee ID Badge with the Time & Attendance electronic kiosk time clocks or web access within Aledo IP WIFI network on Time & Attendance's website or app to clock in and out. All Transportation personnel who clock using digital thumbprint, shall clock using PowerFleet (see *Transportation Manual* for specific guidelines).

Failure to comply with these requirements shall be grounds for disciplinary action.

All Hourly employees must follow the Time & Attendance/Timekeeping rules and regulations below:

- All hourly employees shall clock-in when starting work and clock out at the end of the workday.
- All hourly employees shall clock-out and back in for their assigned duty-free lunch period.
- Employees shall not clock-in later than the start of their schedule, nor clock out before the end of their work schedule, unless authorized to do so.
- All hourly employees leaving their work duties for any reason during the workday must clock out and clock in when returning to their work. All non-work activities must be off the clock.
- Clocking in or out for another employee is strictly forbidden except for the administrator, supervisor, or Time & Attendance/Timekeeper designee.
- Employees shall enter in any absences in ABSENCE MANAGEMENT. It is required that employees account for workdays, holidays, sick days, bereavement days, and any other days during the year either by ABSENCE MANAGEMENT entry or Time & Attendance clock record.
- Employees shall not clock in earlier than 15 minutes before their scheduled starting times unless authorized in advance.

- Employees shall not clock out later than 10 minutes after the end of their work schedule unless authorized to do so.

Failure to follow the above rules shall constitute insubordination and the employee will be subject to disciplinary action.

### **Record Falsification or Tampering**

The following are considered serious offenses subject to discipline, up to and including termination of employment or legal action:

- Interference with the operation of the time clocks or related computing equipment;
- Interference with another employee's use of a time clock;
- Unauthorized alteration of Time & Attendance electronic data;
- Clocking in or out for someone else;
- Falsifying a timesheet record.

### **Travel Expense Reimbursement**

#### **[Policy DEE](#)**

Before any travel expenses are incurred by an employee, the employee's supervisor and Business Office must give prior approval. For approved travel outside of ESC Region XI, the District will provide transportation when available or provide for the purchase of fuel. Mileage will not be reimbursed. Employees must submit original receipts to be reimbursed for expenses other than mileage if not paid a per diem rate.

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

#### **[Policy CRD](#)**

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members.
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week.

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Payroll/Benefits Office at (817) 441-5111 for more information.

## **Supplemental Insurance Benefits**

### **[Policy CRD](#)**

At their own expense, employees may enroll in supplemental voluntary insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should refer to their benefits booklet and contact the Payroll Office at 817-441-5111 for more information.

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

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 disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first 30 days of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **Worker's Compensation Insurance**

### **[Policy CRE](#)**

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has worker's compensation coverage from Public Worker's Compensation Program.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor and to Payroll & Benefits Coordinator at 817-441-5111. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. (See **Workers' Compensation Benefits** for information on use of paid leave for such absences).

## **Unemployment Compensation Insurance**

### **[Policy CRF](#)**

Employees who have been laid off or terminated may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Workforce Commission at 1-800-832-2829.

## Teacher Retirement

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

Employees who plan to retire under TRS should notify the Payroll Office as soon as possible. Information on the application procedures for TRS benefits is available from TRS. Inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223-8778 or 1-512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)). Refer to **Employment after Retirement** for information on restrictions of employment of retirees in Texas public schools.

## Other Benefit Programs

### [Policies CRG & FDA](#)

Children of nonresident full time or part time professional district employees and full-time service and support district employees may attend district schools tuition-free. In addition, Aledo ISD provides a tuition-based pre-kindergarten program for employee's children three, four, or five years of age. The District offers a Crisis Fund supported by Aledo Education Foundation and Reading Friends. For information on this program, contact Sherry Taylor, Executive Director of Human Resources.

Any employee wishing to participate in an annuity not currently offered through the District must have their company follow district guidelines. Employees should contact Payroll for more information at 817-441-5111.

## Employee's Children at Work

### [Policies DH](#)

Aledo ISD values its employees and students and recognizes the importance that families fulfill in the lives of employees and students. In order to recognize the liability and avoid disruptions in job responsibilities of the employee for the students in their charge, this policy addresses and outlines the circumstances under which it is appropriate to bring non-student, minor children to the workplace or classroom. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of non-student or minor children on the campus, in the workplace, at school-sponsored events or in the classroom. As used in these guidelines, the term "non-student or minor child" means a minor child who is not enrolled in classes at the parent's or guardian's assigned campus.

In general, the workplace, classroom or while one is on duty are not typically appropriate places for non-student, minor children of an employee to be present on a frequent or continuing basis. This policy includes taking non-student or minor child of parent/guardian on school transportation to/from school events.

Exceptions to this general rule include:

- 1) Official school sponsored/athletic activities for students where minor children are in attendance of another accompanying adult.
- 2) A brief visit, e.g., an employee brings his/her child, grandchild, or other minor relative in to introduce that child to co-workers.
- 3) Special occasions that are employer-sanctioned and at which attendance by children is encouraged. The employee's schedules for the special occasion should take the child's presence into consideration, e.g., take your children to work day.
- 4) In the event of an emergency, and if there are no other alternatives, parent employees may have children present in the workplace for brief periods provided the parent obtains the immediate supervisor's prior approval. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

### **Child Development Center**

Aledo ISD's Child Development Center is an employee-only childcare center. Children of Aledo ISD employees are encouraged to register. Grandchildren of employees will also be considered if space is available. Aledo ISD CDC will service children 6 weeks to 4 years of age except for those turning 4 before September 1 who will transition to AISD free or tuition-based Pre-K, depending on qualifications. Tuition will be based on classroom placement. A non-refundable Registration fee will be applicable. For details and additional information visit the [Aledo ISD CDC](#) web page, or contact Rebecca Albertson, Director, at [ralbertson@aledoisd.org](mailto:ralbertson@aledoisd.org).

## **LEAVES AND ABSENCES**

### **[Policy DEC, DECA, DECB](#)**

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Human Resource/Leave Specialist to coordinate with the Payroll Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District. Paid leave must be used in ½-day increments.

### **Leave Proration**

Local leave is earned at a rate of ½ day for each 18 workdays of employment and available for use at the beginning of the year. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her prorated entitlement for the school year.

Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- local
- state sick
- state personal

***Employees who earn comp time must use the accrued compensatory time before using any available paid state and local leave.***

Employees who earn vacation days, can use vacation days earned before using any available paid state and local leave thru December 31<sup>st</sup> of the following school year. Any unused vacation days from the previous school year will not be paid.

Employees must follow district and department or campus procedures to report or request any leave of absence. Employees are required to enter all absences into ABSENCE MANAGEMENT. Pre-planned absences should be entered in Frontline Absence Management as soon as dates are known, especially any extracurricular events employee is involved in, and a Substitute will be needed.

### **Requesting Leave**

All employees requesting leave must enter in Absence Management for Supervisor's approval. Be specific when entering the reason for the absence. Provide sufficient details regarding the nature of your absence, without divulging personal medical information. Upload any documentation needed for the Office of Human Resources.

Examples for specific reasons:

- Illness – flu, migraines, Covid, fever, etc.
- Family related – child's doctor appointment, sick child, spouse surgery, etc.
- Personal – car broke down, home repair, dr. appt.
- Professional Development – Anything instructional related absence- New Teacher Training, Instructional Rounds, Capturing Kids Hearts, RTI, etc.
- School related – Any co-curricular events related absence, athletics, dance, band, UIL, testing, etc.

### **Personal Leave**

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: non-discretionary and discretionary.

### **Nondiscretionary**

Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allow very

little, if any, advanced planning. Non-discretionary leave may be used in the same manner as state sick leave.

### **Discretionary**

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

### **Limitations on Discretionary Leave**

Discretionary personal leave may not be taken for more than three consecutive days and/or when it affects the following listed below \*:

- 1) The last working day before a school holiday\*\*\*
- 2) The first working day after a school holiday\*\*\*
- 3) A staff development day, teacher workday, or early release day\*\*\*
- 4) A day scheduled for end-of-class or end-of-year semester exams. Any day the campus is affected by state-mandated assessments or District-required tests.

*\* Local and/or state days may not be used to compensate for absences outlined above. Discretionary leave used on any of the above-mentioned days, will be docked.*

*\*\* Bad weather days that are not used earlier in the school year are considered school holidays.*

*\*\*\*With the Administrator's approval, employees who have accrued comp time are able to request leave during professional learning or teacher workdays.*

### **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in ½ day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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

### **Local Leave**

Local leave shall accumulate to a maximum of 120 workdays. Local leave shall be used according to the terms and conditions of state personal leave.

## **Vacation Leave**

### **[Policy DED](#)**

Employees who work a minimum of 236 days will have 80 hours of vacation that is accrued at a rate of 6.667 hours per month as long as the employee works the full 12 months. Vacation must be used during the period in which it is earned and can be carried over until December 31st of the following school year. An employee has 18 months from the time vacation days are earned to use them. Unused vacation days will be lost.

In the event of an employee separation, vacation leave that has been accrued but unused will follow payment upon separation which is detailed in Aledo ISD Policy DED (Local).

## **Sick Leave Bank**

### **[DEC Local](#)**

The Aledo ISD Sick Leave Bank is established to provide sick leave days to members of the bank who are unable to work because of the employee's catastrophic illness. As an additional benefit, members may draw up to 5 days to care for an immediate family member who lives with the employee. Workdays are requested from the bank when the member has exhausted all of his/her accumulated paid state and local leave days.

The Sick Leave Bank [guidelines](#) may be found at [www.aledoisd.org](http://www.aledoisd.org) on the Human Resources Department.

Retiring employees have the opportunity to make a lasting impact even after their retirement. Our program allows them to donate their local leave days up to 30 days total, to support fellow employees facing unexpected challenges. Contact the Human Resources Office for details. We appreciate retiring employees for their dedication and willingness to help their colleagues.

## **Continuation of Health Insurance**

Employees on an approved leave of absence other than Family and Medical Leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the District will provide the employee with notice of COBRA rights.

## ***Family and Medical Leave (FMLA) – General Provisions***

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

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child, or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

### Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location
- Airline flight crew employees have different "hours of service" requirements.
- You work for a **covered employer** if **one** of the following applies:
- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Human Resources

### How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

### What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits, and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR



WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

## Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

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

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

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

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

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

**District Contact.** Employees that require FML or have questions should contact the Human Resources Leave Specialist for details on eligibility, requirements, and limitations.

## **Temporary Disability Leave**

### **Certified Employees**

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

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

## **Workers' Compensation Benefits**

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or injury wage. If the use of paid leave is not elected, the employee may only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which will not equal your pre-injury wage. Job protection rights will apply for 180 days.

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to Supervisor and Tammy Rice, Payroll/Benefits Coordinator.

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 non-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.

## **Bereavement Leave**

Use of state leave and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

## **Jury Duty**

### **[DEC, DG](#)**

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

## **Compliance with a Subpoena**

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

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

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

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

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

## **Mental Health Leave for Peace Officers and Licensed Telecommunicators**

### **Policy DEC**

### **Mental Health Leave**

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of 5 (five) days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requestor;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

## **Quarantine Leave**

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following;

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

## **Quarantine Leave for Peace Officers**

### **Leave for Police Officers for Illness or Injury**

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

## EMPLOYEE RELATIONS AND COMMUNICATIONS

### Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, on the District website, and through special events and activities. Aledo ISD conducts various recognition and appreciation programs and activities throughout the Campuses and district level, which include, but are not limited to the Best of Bearcats Award Ceremony, Circle of Greatness Award Program, and awarding service pins.

### District Communications

Throughout the school year, the Communication Department and the Superintendent's Office publish news releases, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- News Releases – The Community News, Weatherford Democrat, Fort Worth Star Telegram
- AISD Website – District/Campus & Board meeting news, District/Campus calendars and other pertinent resource information.
- WebEx/Text Messaging – District News/Safety alerts
- Social Media – Official Facebook & Twitter accounts provide news/events information/photos/videos
- AISD Mobile app – Notifications, BearcatWatch Tip Line, Lunch Menus, Calendars, News

## COMPLAINTS AND GRIEVANCES

### [Policy DGBA](#)

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

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

- Click [DGBA \(LOCAL\)](#) to review policy.
- Click [DGBA \(LEGAL\)](#) to review policy.

## EMPLOYEE CONDUCT AND WELFARE

### Standards of Conduct

#### [Policy DH](#)

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

Recognize and respect the rights of students, parents, other employees, and members of the community.

Maintain confidentiality in all matters relating to students and coworkers.

Report to work according to the assigned schedule.

Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.

Know and comply with department and district policies and procedures.

Express concerns, complaints, or criticism through appropriate channels.

Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.

Use district time, funds, and property for authorized district business and activities only.

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

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

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

#### **Statement of Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public

schools of the community. (19 TAC 247.1(b)) This chapter shall apply to educators and candidates for certification.

## **Professional Standards**

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

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

**Standard 1.2** The educator shall not knowingly, intentionally, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

**Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

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

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

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

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

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

## **2. Ethical Conduct toward Professional Colleagues**

**Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

**Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

## **3. Ethical Conduct toward Students**

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

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

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

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

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

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

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

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

## **Discrimination, Harassment, & Retaliation**

### **[Policies DH, DIA](#)**

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the Superintendent. A complaint against the Superintendent may be made directly to the board. The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be viewed by clicking [DIA \(LOCAL\)](#), [DIA \(LEGAL\)](#) .

## **Harassment of Students**

### **[Policies DF, DH, DHB, FFG, FFH, FFI](#)**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or Superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See **Reporting Suspected Child Abuse** and **Bullying** for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students can be viewed by clicking [FFH \(LOCAL\)](#), [FFH \(LEGAL\)](#).

The definition of solicitation of a romantic relationship can be viewed by clicking [DF \(LEGAL\)](#)

## **Reporting Suspected Child Abuse**

[Policies DG, DH, FFG, GRA](#)

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at:

<https://txabusehotline.org/Login/Default.aspx> to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

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

employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

- Click [FFG \(LEGAL\)](#) to review policy.
- Click [GRA \(LEGAL\)](#) to review policy.
- Click [GRA \(LOCAL\)](#) to review policy.

## Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at Board Policy [BQ \(LEGAL\)](#) and [BQ \(LOCAL\)](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

## Reporting Crime

### [Policy DG](#)

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

## Scope and Sequence

### [Policy DG](#)

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

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

## Technology Resources

### [Policy CQ](#)

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

- Imposes no tangible cost to the District
- Does not unduly burden the District's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

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

Employees who are authorized to use the systems are required to abide by the provisions of the District's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Executive Director of Technology.

Each year, employees are required to sign the Employee **Agreement for Acceptable Use of the Electronic Communications System**, this will be delivered electronically via email during the first week of school for you to review and sign.

## Personal Use of Electronic Communication

### [Policies CQ & DH](#)

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

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communication as they are for any other public conduct. If an employee's use of electronic communication 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 communication for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee,

the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

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

See *Use of Electronic Communication between Employee, Students and Parents* below, for regulations on employee communication with students through electronic communication.

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

### **[Policy DH](#)**

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may communicate through electronic communication 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 communication.

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.

An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *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. See *Personal Use of Electronic Communication*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *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 communication to communicate with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- The employee may use any form of electronic communication **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who

communicates with a student using text messaging shall comply with the following protocol:

- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests) for an employee with an extracurricular duty, matters relating to the extracurricular activity.
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 11:30 p.m. and 5:30 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
  - i. Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See [Policies CPC](#) and [FL](#)]
  - ii. Copyright law [Policy CY] Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See [Policy DHB](#)]
  - iii. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy [DH](#)]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic communication the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication. Each employee shall comply with the District’s requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See [Policy CPC](#)]
- All staff are required to use school email accounts for all electronic communications with parents. Communications about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with district’s record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.
- 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.

## **Dress Code**

### **Policy DH**

Personnel are expected to dress in a manner that projects a professional image for the employee, District, and community. Professional dress is a vital factor in establishing respect with students and parents. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. All faculty and staff shall maintain dress and grooming standards that are neat, clean, will not be a health or safety hazard and are appropriate for the professional workplace as not to disrupt or interfere with normal school operations. The District's minimum standard of dress for campus employees is business casual attire. Each supervisor has the responsibility to counsel his or her employees and suggest a change in dress or personal hygiene habits, if needed. All District employees, including substitutes, will adhere to the following guidelines.

### **Slacks, Pants, Leggings, Shorts**

***Appropriate\****: Slacks/ pants dressy capris; leggings if top/blouse covers more than half the thigh.

***Inappropriate***: Jeans; shorts; exercise, yoga, or sweatpants; denim overalls; any pants too form fitting or too low rise for free movement.

\*Coaches must adhere to this dress code policy when in the academic classroom.

### **Skirts and Dresses**

***Appropriate***: Dress and skirt length should cover more than half the thigh.

***Inappropriate***: Short, tight skirts; mini-skirts; spaghetti strap or strapless dresses without a covering for shoulders. Slits cannot open higher than mid-thigh.

### **Shirts, Tops, Blouses, Jackets**

***Appropriate***: Casual shirts; dress shirts; sweaters; golf-style shirts; \*sleeveless tops that are three inches wide across the shoulder; turtlenecks; suit or sport jackets. Sheer tops are allowed with a sleeveless top underneath (see \*sleeveless tops above).

***Inappropriate***: Hanes style "undershirt" t-shirts worn alone; halter or tank tops; spaghetti strap tops; sleeveless tops with large armholes; sweatshirt/hoodies; tube tops; low cut front or back tops; racer back tops; shirts that do NOT cover the torso completely, cleavage or midriff should not be visible even with movement; revealing or sheer tops unless paired with appropriate sleeveless top (see above).

### **Shoes and Footwear**

***Appropriate***: Loafers; boots; flats; dress heels; open-toed sandals; clogs; mules; leather deck type and rubber soled shoes; neat, clean tennis shoes or conservative athletic walking shoes.

***Inappropriate***: Flip flop shoes made of foam or rubber; 5 toe, barefoot running shoes; house shoes.

### **Jewelry, Hair, Hats, Tattoos, and other items**

**Appropriate:** Aledo ISD allows employees to wear jewelry or to keep tattoos uncovered at the workplace within the following guidelines. Factors considered to determine whether jewelry or tattoos may pose a conflict with the employee's job performance or work environment include:

- Personal safety of self or others, or damage to district property
- Productivity or performance expectations
- Offensiveness to co-workers, students, parents, or others in the workplace based on racial, sexual, religious, ethnic, drug paraphernalia, or other characteristics or attributes of a sensitive or legally protected nature
- Complaints

**District Staff Development Days:** Jeans allowed.

**Campus Staff Development/Teacher Work-days:** Principal discretion.

**Jean Days:** Jeans for fundraisers or incentives as approved by the principal.

\*Jeans must be neat and clean with no frayed edges, no holes, no sagging. Jeans cannot be too low rise or too tight to restrict free movement. Low-rise jeans that prevent modesty are not acceptable.

**Special Outdoor Events:** Principals may designate, as appropriate, shorts that are a reasonable length, Bermuda short length or longer, for special events such as Jumping Jamboree and Field Days.

**Spirit Shirt Days:** Spirit t-shirts or sweatshirt/hoodies may be worn no more than one day a week unless designated by the principal. Collared spirit shirts may be worn any day.  
*Certain job assignments might allow for dress code lenience as determined by administration.*

In situations where dress code interferes with the need for medical accommodation, please contact your principal or Human Resources.

If you have any question as to whether or not your attire is appropriate, please do not wear it. Where there is a question regarding dress or grooming, the administration's decision will be final.

***All staff are required to wear visible school ID at all times.***

### **Public Information on Private Devices**

#### **Policy DH, Policy GB**

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

- Verbal or written directive

- Remote access to district-owned devices and services

## **Criminal History Background Checks**

### **[Policy DBAA](#), [Policy DC](#)**

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

## **Employee Arrests and Convictions**

### **[Policy DH](#)**

An employee must notify his or her principal or immediate supervisor within three calendar (3) days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude
- Moral turpitude includes, but is not limited to, the following:
  - Dishonesty
  - Fraud
  - Deceit
  - Theft
  - Misrepresentation
  - Deliberate violence
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Any alcohol offense
- Any drug offense
- Driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the employee must also notify the Superintendent within seven (7) days of the arrest/charge as the Superintendent is required to report the educators' criminal history to the Division of Investigations at TEA.

## **Certified Employees**

The Superintendent or Designee is required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified

employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor.
- Possessed, transferred, sold, or distributed a controlled substance.
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation.
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor.

### **Uncertified Employees**

Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

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

### **[Policies DH](#)**

Aledo ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows: Click [DH \(LOCAL\)](#), [DH \(LEGAL\)](#) to review policy.

### **Use of Tobacco and Nicotine Products and E-Cigarettes**

#### **[Policies DH](#), [FNCD](#), [GKA](#)**

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

## **Fraud and Financial Impropriety**

### **Policy CAA**

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

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the District
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

### **Policies CB, DBD**

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:

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### **Policy DBD**

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

teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

### **[Policy CY](#)**

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 communication, including motion pictures and other audiovisual works are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Association and Political Activities**

### **[Policy DGA](#)**

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

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

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

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

## **Charitable Contributions**

### **[Policy DG](#)**

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

## **Safety and Security**

### **[Policy CK Series](#)**

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergency on page 59 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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

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

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

Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion. With regards to candles and fragrances-emitting products within Aledo ISD facilities, it is prohibited. Any candle that has an open flame is strictly against fire code and is not permitted in any district facility. Secondly, products are also prohibited if they are designed as air fresheners or deodorizers and emit fragrance by melting wax, by oil diffusers, by spraying an aerosol can, plug-ins or any other delivery method that transmits the product into the air with enclosed spaces.

Employees with questions or concerns relating to safety programs and issues can contact the Director of Student Services and Safety.

## **Possession of Firearms and Weapons**

### **[Policies FNCG, GKA](#)**

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, unloaded, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors immediately.

## **Visitors in the Workplace**

### **[Policy GKC](#)**

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

## **Asbestos Management Plan**

### **Policy CKA**

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

## **Pest Control Treatment**

### **Policies CLB, DI**

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

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

# **GENERAL PROCEDURES**

## **Emergency/Bad Weather School Closing**

The district may close schools because of severe weather, or other emergencies. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will:

- Post a notice on the district's website and social media sites
- Notify radio and television stations, including but not limited to: WBAP News Talk 820 AM, KRLD 1080-AM, NBC Ch. 5, Fox 4, KTVT Ch. 11 and WFAA Ch. 8.
- Notify employees and parents through the district's mass notification system, generally via email and/or text message as well as Aledo ISD App push notification.

## **Emergency**

### **Policies CKC, CKD**

All employees should be familiar with the safety procedures for responding to emergencies including medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with secure, lockdown, evacuate, and shelter procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located through all district buildings. Employees should know the location of these devices and procedures for their use. Employees will be notified of emergencies through

notified Informcast/WebEx. Employees will be expected to use the Raptor system for student accountability

## **Purchasing Procedures**

### **[Policy CH](#)**

All requests for purchases must be submitted to the Business Office through the District's requisition system. No purchases, charges, or commitments to buy goods or services for the District can be made without an approved purchase order. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's Business Office. Contact the Business Office or Chief Financial Officer, for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the Payroll and Human Resource offices if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained thru Frontline Employee portal, under "My Forms".

## **Personnel Records**

### **[Policy GBA](#)**

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email addresses is confidential and may not be released without employee permission. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

## **Facilities Use**

### **[Policies DGA, GKD](#)**

Employees who wish to use district facilities after school hours must follow established guidelines. The Facilities & Operations Department is responsible for scheduling the use of district facilities after school hours. Facility Usage Applications and information on the fees charged can be obtained from the District website.

## TERMINATION OF EMPLOYMENT

### Resignations

#### [Policy DFE](#)

#### **Contract Employees**

Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. An electronic resignation must be submitted thru “My Forms” found in Frontline Central in conjunction with a formal written resignation letter. The Human Resources Office will receive and submit to the Superintendent for approval.

Contract employees may resign at any other time only with approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the Superintendent of an educator’s resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 63. The Superintendent will notify SBEC when an employee resigns, and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in the section titled **Reports to Texas Education Agency**.

#### **Noncontract Employees**

Noncontract employees may resign their positions at any time. An electronic resignation must be submitted thru “My Forms” found in Frontline Central in conjunction with a formal written resignation letter. The Human Resources Office will receive and submit to the Superintendent.

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

#### **Dismissal or Nonrenewal of Contract Employees**

#### [Policies DF series, DHB](#)

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

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

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or online at [www.aledoisd.org](http://www.aledoisd.org).

## **Dismissal of Noncontract Employees**

### **[Policy DCD, DP](#)**

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

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

## **Discharge of Convicted Employees**

### **[Policy DF](#)**

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

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

## **Exit Interviews and Procedures**

All district employees will have an opportunity to complete an exit survey. An email with important exit information will be sent prior to their last day. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a survey that provides the District with feedback on their

employment experience. All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

## **Reports to Texas Education Agency**

### **Policy DF, DHB, DHC**

#### **Certified Employees**

The resignation of a certified employee must be reported to the Division of Investigation at TEA if there is evidence the employee was involved in any of the following:

Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor

- Soliciting or engaging in sexual 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 district property or funds. An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the Superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction.

#### **Non-certified Employees**

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

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

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

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

# STUDENT ISSUES

## Equal Educational Opportunities

### [Policies FB, FFH](#)

In an effort to promote nondiscrimination and as required by law, Aledo ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) 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 against students based on sex, including sexual harassment should be directed to Kimberly Raymond, Deputy Superintendent and District Title IX Coordinator, at 817-441-8327 or [kraymond@aledoisd.org](mailto:kraymond@aledoisd.org). Questions or concerns about discrimination on the basis of a disability should be directed to Margaret Bloodworth, Director of Special Programs at 817-441-5199 or [mbloodworth@aledoisd.org](mailto:mbloodworth@aledoisd.org). All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## Student Records

### [Policy FL](#)

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

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

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

## Parent and Student Complaints

### [Policy FNG](#)

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

Parents are encouraged to discuss problems or complaints with the teachers 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.

## **Administering Medication to Students**

### **[Policy FFAC](#)**

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

## **Dietary Supplements**

### **[Policies DH, FFAC](#)**

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

## **Psychotropic Drugs**

### **[Policy FFAC](#)**

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

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

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

## **Student Conduct and Discipline**

### **[Policies in the FN Series and FO Series](#)**

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

## Student Attendance

### [Policy FEB](#)

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

## Bullying

### [Policies FFI \(LOCAL\), FFI \(LEGAL\)](#)

Bullying is defined by §TEC 37.0832.

### Bullying

Means 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 or damage to 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

Includes Cyberbullying.

### Applies to:

- **Bullying** that occurs on or is delivered to school property or the site of a school-sponsored or school-related activity on or off school property
- **Bullying** that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school sponsored or school related activity; and
- **Cyberbullying** that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
  - Interferes with an student's educational opportunities; or
  - Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity
- All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal or designee. Reports can also be made on the District website under front page link [Report a Bullying Incident](#). The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

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

conduct is considered bullying if it Interferes with a student’s education or substantially disrupts the operation of a school.

#### Examples:

- **Bullying** of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, and destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
- **Retaliation:** The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
  - Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
- **False claim:** A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
- **Timely Reporting:** Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District’s ability to investigate and address the prohibited conduct.

#### REPORTING PROCEDURES

- **Student Report:** To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
- **Employee Report:** Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
- **Report Format:** A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
  - The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by [Policy FFH](#), including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under [Policy FFH](#). If the allegations could constitute both prohibited conduct and bullying, the investigation under [Policy FFH](#) shall include a determination on each type of conduct.
- **Investigation of report:** The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

#### CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time, if necessary, to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

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

## **DISTRICT ACTION**

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

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

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

- **Transfers:** The principal or designee shall refer to Board policy FDB (Local) for transfer provisions.
- **Counseling:** The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
- **Improper conduct:** If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
- **Confidentiality:** To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
- **Appeal:** A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.
- **Records Retention:** Retention of records shall be in accordance with CPC (LOCAL).
- **Access to Policy and Procedures:** This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

## **Hazing**

### **Policy FNCC**

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