Aledo ISD



2026-2027 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email Mandy Musselwhite, Director of Human Resources

The Employee Handbook may be updated or clarified throughout the school year to reflect changes in law, policy, District procedures, or other operational needs. Significant updates will be communicated to staff in a timely manner. All staff are expected to remain informed of and comply with updates as they are communicated.

Table of Contents

Introduction **5**
District Information **5**
Description of the District 6
District Website 6
Central Administration/Campus & Departments Directory 6
Mission Statement, Goals, and Objectives 7
Vision Statement 7
Board of Trustees 7
Board Meeting Schedule (2026-2027) 8
Administration 8
School Calendar 8
Employment **10**
Equal Employment Opportunity 10
Job Vacancy Announcements 10
Employment after Retirement 11
Contract and Noncontract Employment 11
Certification and Licenses 12
Recertification of Employment Authorization 12
Searches and Alcohol and Drug Testing 13
Health Safety Training 13
Reassignments and Transfers 14
Workload and Work Schedules 14
ADA Accommodations 16
Breaks for Expression of Breast Milk 16
Pregnant Workers Fairness Act 17
Notification to Parents Regarding Qualifications 17
Outside Employment and Tutoring 17
Performance Evaluation 18
Employee Involvement 18
Staff Development 18
Mental Health Training 19
Compensation and Benefits **19**
Salaries, Wages, and Stipends 19
Paychecks 20
Automatic Payroll Deposit 23
Payroll Deductions 23
Timekeeping 24
AISD ID Badge 24
Daily Clock-in/Clock-out 25

Clock Locations 25
Clock Problems 25
Docked Pay 25
Duty-Free Lunch 25
Overtime Compensation 25
Compensatory Time 27
Calculating Worked Hours 27
Voluntary Occasional & Sporadic Employment 28
Record Keeping and Timekeeping 28
Time & Attendance Timekeeping System 28
Record Falsification or Tampering 29
Travel Expense Reimbursement 29
Health, Dental, and Life Insurance 29
Supplemental Insurance Benefits 30
Cafeteria Plan Benefits (Section 125) 30
Workers' Compensation Insurance 30
Unemployment Compensation Insurance 31
Teacher Retirement 31
Other Benefit Programs 31
Employee's Children at Work 32
Child Development Center 32
Leaves and Absences **33**
Requesting Leave 35
Personal Leave 35
State Sick Leave 35
Local Leave 36
Vacation Leave 36
Sick Leave Bank 36
Family and Medical Leave Act (FMLA)—General Provisions 36
Local Procedures for Implementing Family and Medical Leave Provisions 39
Temporary Disability Leave 41
Workers' Compensation Benefits 41
Assault Leave 42
Bereavement Leave 42
Jury Duty 42
Compliance with a Subpoena 43
Truancy Court Appearances 43
Religious Observance 43
Military Leave 43
Mental Health Leave for Peace Officers and Licensed Telecommunicators 44
Quarantine Leave for Peace Officers 44

Leave for Police Officers for Illness or Injury 45
Employee Relations and Communications 45
Employee Recognition and Appreciation 45
District Communications 45
Complaints and Grievances 45
Employee Conduct and Welfare 46
Standards of Conduct 47
Discrimination, Harassment, and Retaliation 51
Harassment of Students 52
Reporting Suspected Child Abuse 53
Sexual Abuse and Maltreatment of Children 54
Reports to Texas Education Agency 54
Reporting Crime 55
Scope and Sequence 55
Technology Resources 55
Raptor Mobile Accountability 56
Personal Use of Electronic Communications 57
Electronic Communications between Employees, Students, and Parents 58
Employee Dress Code 60
Public Information on Private Devices 62
Criminal History Background Checks 63
Employee Arrests and Convictions 63
Alcohol and Drug-Abuse Prevention 64
Tobacco and Nicotine Products and E-Cigarette Use 64
Fraud and Financial Impropriety 64
Conflict of Interest 65
Gifts and Favors 66
Copyrighted Materials 66
Associations and Political Activities 66
Charitable Contributions 66
Safety and Security 67
Possession of Firearms and Weapons 67
Visitors in the Workplace 68
Asbestos Management Plan 68
Pest Control Treatment 68
Senate Bill 12 and Parent Rights 68
Controversial Issues 69
General Procedures 70
Emergency School Closing 70
Emergencies 70
Purchasing Procedures 70

Name and Address Changes 71
Personnel Records 71
Facility Use 71
Termination of Employment 72
Resignations 72
Dismissal or Nonrenewal of Contract Employees 73
Dismissal of Noncontract Employees 73
Discharge of Convicted Employees 74
Prohibition on Diversity, Equity, and Inclusion 74
Prohibited Classroom Instruction 74
Exit Interviews and Procedures 74
Reports Concerning Court-Ordered Withholding 75
Student Issues 75
Equal Educational Opportunities 75
Student Records 75
Parent and Student Complaints 76
Administering Medication to Students 76
Dietary Supplements 76
Psychotropic Drugs 77
Student Conduct and Discipline 77
Student Attendance 77
Bullying 78
Hazing 78

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 are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Dr. Mandy Musselwhite, Director of Human Resources.

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

Aledo ISD's website address is https://www.aledoisd.org/

Central Administration/Campus & Departments Directory

Central Administration, Superintendent	817-441-5110
Curriculum&Instruction, Professional Learning	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
Aledo Learning Center	817-441-5176
Aledo High School	817-441-8711
Daniel 9th 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	817-441-5184
Cafeteria Services	817-441-5142
Maintenance	817-441-5192
Transportation	817-441-5141 (North) 817-441-5182 (South)

Mission Statement, Goals, and Objectives

Policy AE Local

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, and BE series

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

The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected annually and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District.

Current board members include:

- Forrest Collins, President (Place 4)
- David Lear, Vice President (Place 1)
- Zach Tarrant, Secretary (Place 6)
- Laura Pace (Place 7)
- Lynn Morgan (Place 5)
- Jeremy Pruett (Place 3)
- Jim Scott (Place 2)

The Board usually meets the third Monday of each month at 6:00 in the Aledo ISD Administration Office boardroom. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and 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 consulting with attorneys regarding pending litigation.

Board Meeting Schedule (2026-2027)

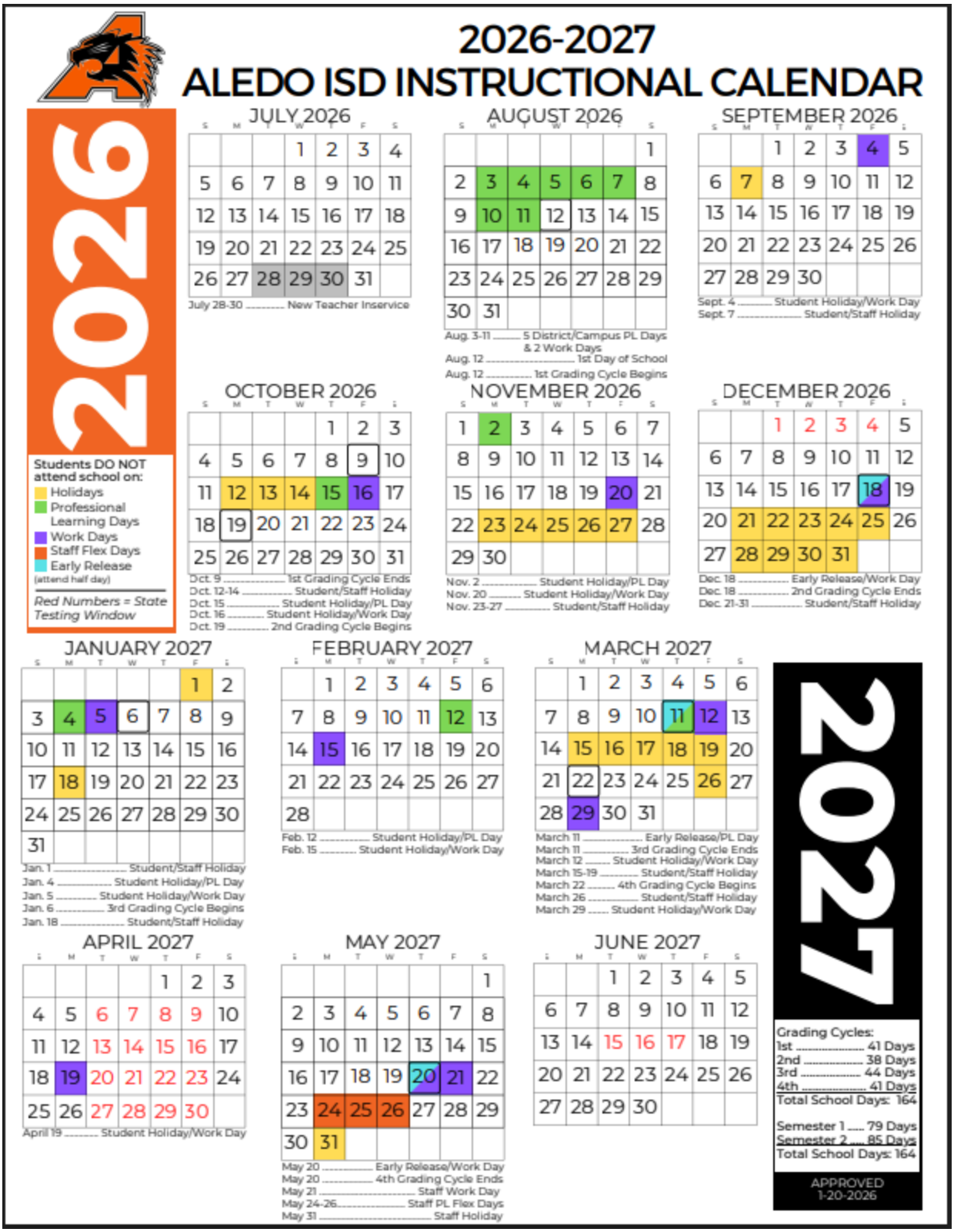
Regular Board Meeting: September 22, 2026
Regular Board Meeting: October 20, 2026
Regular Board Meeting: November 16, 2026
Regular Board Meeting: December 14, 2026
Regular Board Meeting: January 18, 2027
Regular Board Meeting: February 15, 2027
Regular Board Meeting: March 22, 2027
Regular Board Meeting: April 19, 2027
Regular Board Meeting: May 17, 2027
Regular Board Meeting: June 21, 2027
Regular Board Meeting: July 26, 2027
Regular Board Meeting: August 16, 2027

Administration

Dr. Susan Bohn, J.D., Superintendent
Kimberly Raymond, Deputy Superintendent
Dr. Amber Crissey, Assistant Superintendent of Curriculum & Instruction
Earl Husfeld, Chief Financial Officer
Mercedes Mayer, Director of Communications
Caleb Bell, Chief Facilities and Construction Officer
Brooks Moore, Chief Technology Officer

School Calendar

The 2026-2027 AISD Instructional Calendar can be found on the Aledo ISD website.


2026-2027
ALEDO ISD INSTRUCTIONAL CALENDAR
2026
Students DO NOT attend school on:
Holidays
Professional Learning Days
Work Days
Staff Flex Days
Early Release
(attend half day)
Red Numbers = State Testing Window
JULY 2026
July 28-30 ..... New Teacher Inservice
AUGUST 2026
Aug. 3-11 ..... 5 District/Campus PL Days & 2 Work Days
Aug. 12 ..... 1st Day of School
Aug. 12 ..... 1st Grading Cycle Begins
SEPTEMBER 2026
Sept. 4 ..... Student Holiday/Work Day
Sept. 7 ..... Student/Staff Holiday
OCTOBER 2026
Oct. 9 ..... 1st Grading Cycle Ends
Oct. 12-14 ..... Student/Staff Holiday
Oct. 15 ..... Student Holiday/PL Day
Oct. 16 ..... Student Holiday/Work Day
Oct. 19 ..... 2nd Grading Cycle Begins
NOVEMBER 2026
Nov. 2 ..... Student Holiday/PL Day
Nov. 20 ..... Student Holiday/Work Day
Nov. 23-27 ..... Student/Staff Holiday
DECEMBER 2026
Dec. 18 ..... Early Release/Work Day
Dec. 18 ..... 2nd Grading Cycle Ends
Dec. 21-31 ..... Student/Staff Holiday
JANUARY 2027
Jan. 1 ..... Student/Staff Holiday
Jan. 4 ..... Student Holiday/PL Day
Jan. 5 ..... Student Holiday/Work Day
Jan. 6 ..... 3rd Grading Cycle Begins
Jan. 18 ..... Student/Staff Holiday
FEBRUARY 2027
Feb. 12 ..... Student Holiday/PL Day
Feb. 15 ..... Student Holiday/Work Day
MARCH 2027
March 11 ..... Early Release/PL Day
March 11 ..... 3rd Grading Cycle Ends
March 12 ..... Student Holiday/Work Day
March 15-19 ..... Student/Staff Holiday
March 22 ..... 4th Grading Cycle Begins
March 26 ..... Student/Staff Holiday
March 29 ..... Student Holiday/Work Day
APRIL 2027
April 19 ..... Student Holiday/Work Day
MAY 2027
May 20 ..... Early Release/Work Day
May 20 ..... 4th Grading Cycle Ends
May 21 ..... Staff Work Day
May 24-26 ..... Staff PL Flex Days
May 31 ..... Staff Holiday
JUNE 2027
2027
Grading Cycles:
1st ..... 41 Days
2nd ..... 38 Days
3rd ..... 44 Days
4th ..... 41 Days
Total School Days: 164
Semester 1 ..... 79 Days
Semester 2 ..... 85 Days
Total School Days: 164
APPROVED
1-20-2026

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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, (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: Human Resources Director: Mandy Musselwhite, mmusselwhite@aledoisd.org; (817)441-8327.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

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

Careers & Opportunities - Aledo Independent School District

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

Probationary Contracts

Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary 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 or continuing 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 a 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 Department 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 Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the 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 Dr. Mandy Musselwhite, Director of Human Resources, 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 CQ, DHE

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

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to 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 are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

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

Health Safety Training

Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red

Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Athletic Director Brandy Belk; bbelk@aledoisd.org

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Athletic Director Brandy Belk; 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 aid.

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).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request on his or her Statement of Intent, which is distributed electronically 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.

Workload and Work Schedules

Policies DEAB, DK, DL

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 within the instructional day. 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 A.M.	3:10 P.M.
Middle	8:40 A.M.	4:10 P.M.
High School/ALC/DNG	8:40 A.M.	4:10 P.M.

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 A.M.	3:25 P.M.
Middle	8:10 A.M.	4:20 P.M.
High School/ALC/DNG	8:10 A.M.	4:20 P.M.
Central Office	8:00 A.M.	4:30 P.M.

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 A.M.	3:45 P.M.
Middle	8:00 A.M.	4:30 P.M.
High School/ALC/DNG	8:00 A.M.	4:30 P.M.
Central Office	8:00 A.M.	4:30 P.M.

Paraprofessional and Auxiliary Employees

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

ADA Accommodations

Policies DAA, DBB, DIA

The District will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Mandy Musselwhite, Director of Human Resources and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to HR using the ADA Accommodation Request Form, which is available here.

Upon receiving the reasonable accommodation request, HR or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The District may request medical information concerning the employee's disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

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 Mandy Musselwhite, 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/Direct Supervisor to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

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

Outside Employment and Tutoring

Policy DBD

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

Administrators. An employee (other than employees primarily responsible for in-class instruction) who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district. With exceptions as noted below, administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers.

Exceptions apply to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. To be approved, services must be performed on the administrator's personal time. Contact Mandy Musselwhite, Director or Human Resources, for more information.

Performance Evaluation

Policy DN series

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

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.

Staff Development

Policy DMA

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

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

Mental Health Training

Policy DMA

All District employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the District that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and District special program liaisons, and supervisors of personnel who regularly interact with students.

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

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

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Payroll Office at (817)441-5111 if they have any questions.

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

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

The schedule of pay dates for the 2026-2027 school year follows:

Aledo ISD Monthly
Payroll Dates Calendar
2026-2027

	Supplemental / Sub Pay Period	Supplemental / Sub Due to Payroll Office	Pay Date
September	7/27/26 to 8/23/26	Aug. 27	Sept. 15
October	8/24/26 to 9/27/26	Oct. 1	Oct. 15
November	9/28/26 to 10/25/26	Oct. 29	Nov. 13
December	10/26/26 to 11/29/26	Dec. 3	Dec. 15
January	11/30/26 to 12/27/26	Dec.31	Jan. 15

February	12/28/26 to 01/24/27	Jan. 28	Feb. 12
March	01/25/27 to 02/21/27	Feb. 25	March 15
April	02/22/27 to 03/28/27	April 1	April 15
May	03/29/27 to 04/25/27	April 29	May 14
June	04/26/27 to 05/30/27	June 3	June 15
July	05/31/27 to 06/27/27	July 1	July 15
August	06/28/27 to 07/25/27	July 29	Aug. 13

Aledo ISD
Biweekly
Payroll Dates Calendar
2026-2027

	Supplemental Pay Period	**Supplemental Due to Payroll Office**	**Pay Date**
September	08/17/2026 to 08/30/2026	Sep. 3	Sep. 11
	08/31/2026 to 09/13/2026	Sep. 17	Sep. 25
October	09/14/2026 to 09/27/2026	Oct. 01	Oct. 09
	09/28/2026 to 10/11/2026	Oct. 15	Oct. 23
November	10/12/2026 to 10/25/2026	Oct. 29	Nov. 6
	10/26/2026 to 11/08/2026	Nov. 12	Nov. 20
December	11/09/2026 to 11/22/2026	Nov. 26	Dec. 4
		Dec. 10	Dec. 18

	11/23/2026 to 12/06/2026		
	12/07/2026 to 12/20/2026 (No Benefit Deduction)	Dec 24	Dec 31
January	12/21/2026 to 01/03/2027	Jan. 7	Jan. 15
	01/04/2027 to 01/17/2027	Jan. 21	Jan. 30
February	01/18/2027 to 01/31/2027	Feb. 04	Feb. 12
	02/01/2027 to 02/14/2027	Feb. 18	Feb. 26
March	02/15/2027 to 02/28/2027	Mar. 04	Mar. 12
	03/01/2027 to 03/14/2027	Mar. 18	Mar. 26
April	03/15/2027 to 03/28/2027	Apr. 01	Apr. 09
	03/29/2027 to 04/11/2027	Apr. 15	Apr. 23
May	04/12/2027 to 04/25/2027	Apr. 29	May 07
	04/26/2027 to 05/09/2027	May 13	May 21
June	05/10/2027 to 05/23/2027	May 27	Jun. 04
	05/24/2027 to 06/06/2027	Jun. 10	Jun. 18
July	06/07/2027 to 06/20/2027	Jun. 24	Jul. 02
	06/21/2027 to 07/04/2027	Jul. 8	Jul. 16
	07/05/2027 to 07/18/2027 (No Benefit Deduction)	Jul. 22	Jul. 30
August	07/19/2027 to 08/01/2027	Aug. 05	Aug. 13
	08/02/2027 to 08/15/2027	Aug. 19	Aug. 27

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. 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 automatic 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 include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues 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.

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 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 + ½hourduty-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

Policies DEAB, DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action 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 a time-and-a-half rate with compensatory time off (comp time) or direct pay if on the biweekly payroll.

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) unless prior arrangements have been made with your supervisor.
- 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

Policies 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. There may be occasions when an employee's compensatory time falls into a negative balance. The employee will be "docked" at 16 hours of negative compensatory time. For questions regarding compensatory time balances, please contact Mandy Musselwhite, Director of Human Resources, or Tammy Rice, Payroll and Benefits Coordinator.

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 approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

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

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 the 2026-2027 Employee Benefits Guide and contact the Payroll/Benefits Office at (817)441-5111 with any questions.

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 dread 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 month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers' 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. 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 through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the 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 Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll Office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). 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 children of 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 Mandy Musselwhite, 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

Policy 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 see the Aledo ISD Child Development Center FAQ or contact Rebecca Albertson, Director, at ralbertson@aledoisd.org.

Leaves and Absences

Policies 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 Resources Leave Specialist for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Paid leave must be used in half-day increments. Earned comp time must be used before any available paid state and local leave. 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 31st 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. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to District procedures, the incident is considered a "no call/no show".

Immediate Family
For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.

- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

Medical Certification

Any employee, who is absent more than three days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The District may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The District may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

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

Continuation of Health Insurance

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.

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.

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.

Leave Proration

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

State Sick Leave

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

Annually in September, all eligible employees who are not current members of the Sick Leave Bank will be invited via email to become a member. The sick leave guidelines are available on the Aledo ISD Human Resources website.

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Your Employee Rights 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 Personnel Management

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

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period 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. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Combined Leave for Spouses

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

Intermittent Leave

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

Fitness for Duty

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

Reinstatement

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

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

Failure to Return

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

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 Human Resources 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 the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

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, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury,

which may not equal his or her pre-illness or -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 the employee's supervisor, Mandy Musselwhite (Director of Human Resources), 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 nonresponsible for purposes of criminal liability.

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

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

Policies DEC, DG

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

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's

position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service

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

Reemployment after Military Leave

Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Mandy

Musselwhite, Director of 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 Tammy Rice, Payroll/Benefits Coordinator for details on eligibility, requirements, and limitations.

Mental Health Leave for Peace Officers and Licensed Telecommunicators

Policy DEC

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
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave for Peace Officers

Policy DEC

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
3. Other procedures deemed necessary for administering this provision

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, in the District newsletter,, and through special events and activities. Aledo ISD conducts various recognition and appreciation programs and activities across the campuses and at the 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 Communications Department and the Superintendent's Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- News Releases– The Community News, Weatherford Democrat, Fort Worth Star Telegram
- Aledo ISD Website– District/Campus & Board meeting news, District/Campus calendars and other pertinent resource information.
- WebEx/TextMessaging– District News/Safety alerts
- Social Media– Official Facebook, Instagram & Twitter accounts provide news/events information/photos/videos
- ParentSquare is the District's official communications platform. The ParentSquare app includes calendars and important links as well as news and other alerts.

Complaints and Grievances

Policy DGBA

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

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

- DGBA Local Policy
- DGBA Legal 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 by the Superintendent. See **Reports to the Texas Education Agency** for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good

moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used 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, abuse, or distribution of controlled substances, 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.

Standard 1.14. The educator shall comply with the prohibitions on diversity, equity, and inclusion duties in Texas Education Code (TEC), §11.005.

Standard 1.15. The educator shall comply with the prohibitions on assistance with social transitioning in TEC, §11.401.

Standard 1.16. The educator shall comply with the restrictions on instruction regarding sexual orientation and gender identity in TEC, §28.0043.

Standard 1.17. The educator shall comply with the requirements to provide full information to a parent concerning a student in TEC, §26.008.

Standard 1.18. The educator shall not promote, advocate, or encourage, in a manner that is reasonably accessible or visible to students, illegal conduct:

I. **described by TEC, §22A.201(a); or**
II. **directly related to student behavior or school property.**

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

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. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

I. **physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;**
II. **contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernible professional purpose;**
III. **transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;**
IV. **taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and**
V. **showing favoritism or isolation through gifts, rewards, or privileges.**

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 context and on the totality of the circumstances** in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit;

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student; and

(vii) whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Any District employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The District's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found below:

- DIA Local Policy
- DIA Legal Policy

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 has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See **Reporting Suspected Child Abuse** and **Bullying** for additional information.

Procedures for reporting and investigating harassment of students are listed below:

- FFH Local
- FFH Legal

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agencies include the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the District police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

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

Reports to DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or 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, a 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 make the required report 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 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.

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 by reviewing 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 maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA **within 48 hours** if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee the conduct below must also be reported:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation

- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event.

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

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 technology resources.
- Has no adverse effect on job performance or on a student’s academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

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

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

Multi-Factor Authentication (Duo Mobile)

To protect District systems and sensitive information, all employees are required to use the District-approved multi-factor authentication (MFA) system, Duo Mobile, when accessing designated District accounts and applications.

As a condition of employment, employees must install and maintain the Duo Mobile application on a personal smartphone or other compatible personal device capable of receiving authentication requests. The application is used solely to verify the employee's identity during the login process and does not provide the District with access to the employee's personal data, photos, messages, or other content stored on the device.

Employees are responsible for maintaining access to a compatible device and promptly notifying the Technology Department if their device is lost, replaced, or otherwise unable to receive Duo authentication requests. Failure to maintain the required authentication method may result in the inability to access District systems necessary to perform assigned job duties.

Raptor Mobile Accountability

To support student safety and emergency response, employees assigned to duties requiring student accountability must use the District-approved Raptor Mobile application, as directed by the District.

As a condition of employment for applicable positions, employees must install and maintain the Raptor Mobile application on a compatible personal smartphone or other compatible personal device. The application is used solely for authorized District safety and student accountability

functions and does not provide the District with access to an employee's personal photos, messages, contacts, or other content stored on the device.

Employees are responsible for maintaining access to a compatible device and notifying their supervisor if they are unable to use the application. Failure to maintain the required application may result in the inability to perform assigned job responsibilities.

Personal Use of Electronic Communications

Policy CQ, CY, DH

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- The employee shall not use District and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant

that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records. [See Policy FL]
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]
    - Confidentiality of District records, including educator evaluations and private email addresses. [See Policy GBA]
    - Copyright law [See Policy CY]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

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

Electronic Communications 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 use electronic communications with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the District are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student 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 media 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 Media**, 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 communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the District unless a specific exception is noted below.
- **Updated August 2026:** Staff shall refrain from communicating via text messaging. Staff members shall use District approved platforms: Parent Square, Canvas, or district email.
- 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:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the District's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Employee 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 (when approved by supervisor); shorts; exercise, yoga, or sweatpants; 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 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 his or her visible school ID at all times.

Public Information on Private Devices
Policy DH, 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

All employees are 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 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, DHB, DHC

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

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

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy 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:

- DH Local Policy
- DH Legal Policy

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco, 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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the District

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

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

Associations and Political Activities

Policy DGA

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

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

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.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees

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

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 **Emergencies** 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.

Employees with questions or concerns relating to safety programs and issues can contact Chief David Stevens.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, 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, 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 supervisor 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 CSC

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.

Senate Bill 12 and Parent Rights

Senate Bill 12 from the 89th legislative session relates to parental rights in public education, including requirements and prohibitions regarding instruction; diversity, equity and inclusion duties; assistance with District student social transitioning; and student clubs.

All staff members are required to comply with the following directives:

- Parental rights, including the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the parent's child will not be infringed unless required by law or to provide life-saving care to the child;
- Except as required by state or federal law, employees and contractors may not assign diversity, equity, and inclusion duties to any person, and the District hereby prohibits a District employee, contractor, or volunteer, from engaging in diversity, equity, and inclusion duties at, for, or on behalf of the District;
- An employee or contractor who intentionally or knowingly engages in or assigns to another person diversity, equity, or inclusion duties or engages in prohibited instruction will be appropriately disciplined, up to and including termination;
- Employees of the District are prohibited from assisting a student enrolled in the District with social transitioning, including providing any information about social transitioning or providing guidelines intended to assist a person with social transitioning;
- No information about a parent's child may be withheld from the parent unless required by law, and the parents are entitled to access all written records of the District concerning the parent's child, including library records and health records. Information may be withheld if disclosure is likely to result in the student suffering abuse or neglect;
- Employees are not prohibited from providing parents with information regarding a student's mental, emotional, or physical health or well-being or a change in services provided to or monitoring of the student related to the student's mental, emotional, or physical health or well-being;
- No employee will encourage or have the effect of encouraging a student to withhold from the student's parent information about the student's mental, emotional, or physical health or well-being;
- Employees may not discourage or prohibit parental knowledge of or involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being;
- Unless authorized by law, no employee will provide health care services or medication or conduct a medical procedure to a student;
- No employee may provide or allow a third party to provide instruction, guidance, activities, or programming regarding sexual orientation or gender identity to students enrolled in prekindergarten through grade 12;
- Each parent will be provided at least two opportunities for in-person conferences with the child's teacher during the school year.

Controversial Issues

Policy EMB

The District shall address controversial topics in an impartial and objective manner. The following provisions under Education Code 28.022(a) apply to any course or subject, including an innovative course, for a grade level from kindergarten through grade 12.

General Procedures

Emergency School Closing

Policy EB

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

- Post a notice on the district's website and social media sites
- Notify radio and television stations, including but not limited to: WBAP News Talk 820 AM, KRLD1080-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 ParentSquare notification

Emergencies

Policies CKC, CKD

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

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 Office and Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained through the Frontline Employee portal, under “My Forms”.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for 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.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The Facilities & Operations Department is responsible for scheduling the use of 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, DHB

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. 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 the 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 within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of District or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event.

The Superintendent is required to report such conduct to SBEC.

Noncontract Employees. Noncontract employees may resign their position 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 director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The Superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DP

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

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees.

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

Dismissal of Noncontract Employees

Policies DHC, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, sex, 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 reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy DF

The District shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code 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.

Prohibition on Diversity, Equity, and Inclusion

Policies DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction

Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures

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

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

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, age, sex, 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 the District Title IX Coordinator, at (817)441-8327 or kraymond@aledoisd.org. Questions or concerns about discrimination on the basis of a disability should be directed to Executive Director of Special Programs: Lynn Jameson, 1008 Bailey Ranch Rd, Aledo, TX 76008,ljameson@aledoisd.org, (817)441-8327, the District ADA/Section 504 coordinator for students. 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 principals 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 teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is 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, parents must complete the absence reporting form available on each campus website, or upon returning to school, bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to their direct supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

- FFI Local Policy

Hazing

Policy FNCC

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