“Producing the Nation’s Best”

PARAPROFESSIONAL HANDBOOK

Aldine ISD
2014-2015
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EARLY CHILDHOOD/PRE-KINDERGARTEN CENTERS

Jose deSantiago EC/ PK Center
1420 Aldine Meadows Road
Houston, Texas
Maria Galindo, Principal
281-985-7500

Norma N. Garcia-Leza EC/ PK Center
5311 E. Mt. Houston
Houston, Texas 77093
Juan Santos, Principal
281-985-6037

Jerry D. Keeble EC/ PK & Head Start Center
203 West Gulf Bank
Houston, Texas 77037
Belinda Enojado, Principal
281-878-6860

Nadine Kujawa EC/ PK Center
7111 Fallbrook Drive
Houston, Texas 77086
Deborah Hagood, Principal
281-878-1514

Jesse Hinojosa EC/ PK & Head Start Center
1620 Lauder Road
Houston, Texas 77039
Sandra Arredondo, Principal
281-985-4750

Versa V. Reece Academy PK/ K Center
2223 Esther Street
Houston, Texas 77088
Sherrie Batro, Principal
281-878-0800

A.W. Jones EC/ PK Center
8003 Forest Point Drive
Humble, Texas 77338
Gladys Moton, Principal
281-446-1576

Edward A. Vines EC/ PK & Head Start Center
7220 Inwood Park Drive
Houston, Texas 77088
Linda Reed, Principal
281-878-7950

ELEMENTARY SCHOOLS

A. B. Anderson Academy (Grades 1-3)
7401 Wheatley Street, 77088
Julie Johnson, Principal
281-878-0370

Mary M. Bethune Academy (Grades 3-4)
2500 South Victory Drive, 77088
Theresa Craft, Principal
281-878-0380

Kenneth D. Black (Grades K-4)
160 Millstream, 77060
Ash Kirk, Principal
281-878-0350

Curtis M. Magrill (Grades K-4)
21701 Rayford Road, Humble, 77338
Amaryllis Butler, Principal
281-233-4300

Doug Bussey (Grades K-4)
11555 Airline, 77037
Maria T. Garcia, Principal
281-878-1501

Ernest F. Mendel (Grades K-4)
3735 Topping Street, 77093
D'Ann Delgado, Principal
713-694-8002

O.V. Calvert Elementary (K-4)
1925 Marvel Drive, 77032
Cheryl LaFleur, Principal
281-985-6360

Odum Elementary (Grades K-4)
14701 Henry Road, 77060
Susan Perry, Principal
281-878-0390
William R. Carmichael (Grades K-4)
6902 Silver Star Drive, 77086
Monica Stogsdill, Principal
281-878-0345

Gus A. Oleson (Grades K-4)
12345 Vickery Street, 77039
Guadalupe Munoz, Principal
281-985-6530

Inez Carroll Academy (Grades K-4)
423 West Gulf Bank, 77037
Christina Gomez, Principal
281-878-0340

Orange Grove (Grades K-4)
4514 Mount Houston Rd, 77093
Kathleen Cox, Principal
281-985-6540

Lola Mae Carter Academy (Grades K-4)
3111 Fallbrook, 77038
Lee Wold, Principal
281-878-7760

Grace Raymond Academy (Grades K-4)
1605 Connorvale Road, 77039
Jessica Scott, Principal
281-985-6550

R. C. Conley (Grades K-4)
3345 West Greens Road, 77066
Ladon Ward, Principal
281-537-5418

Gloria B. Sammons (Grades K-4)
2301 Frick Road, 77038
Jose Almendarez, Principal
281-878-0955

Clifford M. Dunn (Grades K-4)
2003 W. W. Thorne Drive, 77073
Terrie Sanchez, Principal
281-233-4320

J.Ruth Smith Academy (Grades K-4)
5815 W. Little York, 77091
Veronica White, Principal
713-613-7650

Willie B. Ermel (Grades K-4)
7103 Woodsman Trail, 77040
Everette Taylor, Principal
713-466-5220

Richard & Kitty Spence (Grades K-4)
1300 Gears Road, 77067
Debra Carrington, Principal
281-539-4050

Thomas B. Francis (Grades K-4)
14815 Lee Road, 77032
Dana Stelly, Principal
281-985-6500

Mary Walke Stephens (Grades K-4)
2402 Aldine Mail Route, 77039
Raymond Stubblefield, Principal
281-985-6560

Ralph Goodman (Grades K-4)
9325 Deer Trail Drive, 77088
Camelia Chester, Principal
281-878-0355

Walter & Inez Stovall Academy (Grades K-4)
3025 Ellington, 77088
Tami Schuler, Principal
281-591-8500

Thomas B. Gray (Grades K-4)
700 West Road, 77038
Lori Wooley, Principal
281-878-0660

Evelyn S. Thompson (EC, Grades K-4)
220 Casa Grande Drive, 77060
Janie Ruiz, Principal
281-878-0333

Earl & Hazel Harris Academy (Grades K-4)
3130 Holder Forest Drive, 77088
Innetta Carter, Principal
281-878-7900

Bill Worsham (Grades K-4)
3007 Hartwick Road, 77093
Denise Meister, Principal
281-985-6520

Beulah E. Johnson Elementary (Grades K-4)
5801 Hamil Road, 77039
Margaret Doran, Principal
281-985-6510

A. W. Jones (Grades K-4)
7903 Forest Point Drive, 77338
Cheryl Fontenot, Principal
(281) 446-6168

2014 – 2015
INTERMEDIATE SCHOOLS

Voyde Caraway (Grades 5-6)
3031 Ellington, 77088
Todd Roede, Principal
281-878-0320

Lawrence A. Eckert (Grades 5-6)
1430 Aldine Meadows Road, 77032
Katherine Roede, Principal
281-985-6380

Vera Escamilla (Grades 5-6)
5241 E. Mount Houston Road, 77093
Hermilo Ortiz, Principal
281-985-6390

Emmett & Sarah Hill (Grades 5-6)
2625 West Mount Houston, 77037
Scott Corrick, Principal
281-878-7775

Jewel Simpson Houston Academy (Grades 5-6)
8103 Carver Road, 77088
Ruby Allen, Principal
281-878-7745

Leonard & Glenda Marcella (Grades 5-6)
16250 Cotillion Drive, 77060
Kathleen Sandoval, Principal
281-878-0860

Otice Parker (Grades 5-6)
19850 East Hardy Road, 77073
Candace Hardin, Principal
281-233-8930

Rayford Road Intermediate (Grades 5-6)
21919 Rayford
Brandon Carroll, Principal
281-233-8901

Ruby Reed Academy (Grades 5-6)
1616 Lauder Road, 77039
Gina Rigsby, Principal
281-985-6670

Lillian Hunt Stehlik (Grades 5-6)
400 West Road, 77038
Christi Van Wassenhove, Principal
281-878-0300

Bill J. Wilson (Grades 5-6)
3131 Fallbrook Drive, 77038
Dana Baker, Principal
281-878-0990

MIDDLE SCHOOLS

Aldine Middle (Grades 7-8)
14908 Aldine Westfield Road, 77032
Marcus Pruitt, Principal
281-985-6580

Charles R. Drew Academy (Grades 6-8)
1910 West Little York, 77091
Earnest Washington, Principal
281-878-0360

T. S. Grantham Academy (Grades 7-8)
13300 Chrisman Road, 77039
Rebecca Brown, Principal
281-985-6590

Mattie B. Hambrick (Grades 7-8)
4600 Aldine Mail Route, 77039
Rebecca Hoyt, Principal
281-985-6570

Floyd Hoffman (Grades 7-8)
6101 West Little York, 77091
Cheryl Matthews, Principal
713-613-7670

Vernon & Kathy Lewis Middle School (Grades 7-8)
21255 West Hardy Rd. 77073
Cassandra Bell, Principal
281-209-8257

William B. Plummer (Grades 7-8)
11429 Spears Road, 77067
Andrea Cain, Principal
281-539-4000

Ray L. Shotwell (Grades 7-8)
6515 Trail Valley Way, 77086
Shirley Seals, Principal
281-878-0960

Thomas J. Stovall (Grades 7-8)
11201 Airline Drive, 77037
Elsa Wright, Principal
281-878-0670

Mattie A. Teague (Grades 7-8)
21700 Rayford Road. Humble, 77338
Sonya Hicks, Principal
281-233-4310
NINTH GRADE SCHOOLS

Aldine Ninth
10650 North Freeway, 77037
Jennifer Merryman, Principal
281-878-6800

Davis Ninth
12211 Ella Blvd., 77067
Heather Kirk, Principal
281-873-1800

Dwight D. Eisenhower Ninth
3550 West Gulfbank, 77088
Laura Hunter, Principal
281-878-7700

Douglas MacArthur Ninth
12111 Gloger Road, 77039
Craig Mullenix, Principal
281-985-7400

Chester W. Nimitz Ninth
2425 W. W. Thorne Drive, 77073
Tonya Landry, Principal
281-209-8200

HIGH SCHOOLS

Aldine High
11101 Airline Drive, 77037
Walter Stewart, Principal
281-448-5231

G. W. Carver High for Applied Technology, Engineering and the Arts
2100 South Victory Street, 77088
Rosalyn Sweat, Principal
281-878-0310

Dwight D. Eisenhower
7922 Antoine Drive, 77088
Benjamin Ibarra, Principal
281-878-0900

Davis Senior High School
12525 Ella Blvd., 77067
Thomas Colwell, Principal
281 539-4070

Douglas MacArthur
4400 Aldine Mail Route, 77039
Kristin Craft, Principal
281-985-6330

Chester W. Nimitz
2005 W. W. Thorne Drive, 77073
Crystal Watson-Barrow, Principal
281-443-7480

Victory Early College
2100 South Victory Street, 77088
Phyllis Cormier, Principal
281-618-5800

SPECIAL PROGRAM SCHOOLS

Wilmer T. Hall Center for Education
15014 Aldine Westfield Drive, 77032
Anthony Watkins, Principal
281-985-7446

COMPASS
1617 Lauder Road, 77039
James Metcalf, Principal
281-985-6685

Ellen B. Lane
2001 Aldine Bender, 77032
Regina Hunter-Moss, Principal
281-985-6350
During the February Board meeting, Trustees approved the calendar for the 2014-2015 school year.

August 13-15 (Wednesday – Friday) – Staff Development Days

August 18 – 22 (Monday – Friday) – Staff Development Days

August 25 (Monday) – **First Day of Instruction**

September 1 (Monday) – Labor Day Holiday

October 13 (Monday) – Columbus Day Holiday

November 24–28 (Monday – Friday) Thanksgiving Holiday

December 22 – Jan. 2 (Monday – Friday) Mid-Winter Break

January 16 (Friday) – Staff Development Day (Student Holiday)

January 19 (Monday) – Martin Luther King Holiday

February 16 (Monday) – President’s Day Holiday

March 9 – 13 (Monday – Friday) – Spring Break

April 3 (Friday) – Good Friday Holiday

May 25 (Monday) – Memorial Day Holiday

June 4 (Thursday) - **Last Day of Instruction**

June 5 (Friday) – Staff Development

Inclement weather days: October 13, November 24, February 16, and June 5
SECTION I: GENERAL INFORMATION

QUALIFICATIONS AND DUTIES OF PARAPROFESSIONALS/CLERICALS

EDUCATIONAL AIDE II

A. Qualifications:
   1. The Educational Aide II shall have earned a high school diploma either
      from an accredited high school or a GED program.
   2. The Educational Aide II shall have at least 48 college hours or an Associate’s
      Degree or higher.
   3. The Educational Aide II must successfully complete the Paraprofessional
      Assessment of Knowledge and Skills (PAKS), or approved equivalent,
      and must have at least 2 years of child-related experience. Computer skills
      are preferred.

B. Appointment:
   The Educational Aide II shall be appointed by the Board of Trustees upon the
   recommendation of the Superintendent.

C. Reports to:
   The Educational Aide II shall be responsible to the building principal or immediate
   supervisor for the performance of all duties.

D. Duties and Responsibilities:
   1. Assists the teacher in most routine drills of students;
   2. Assists the teacher in identifying potential or existing student problems;
   3. Performs as an “assistant teacher” under the direction of a qualified teacher;
   4. Performs clerical operations;
   5. Duplicates materials;
   6. Supervises students in remedial activities, routine drills, or in physical training
      drills;
   7. Supervises students in the lunchroom during scheduled breakfast, or lunch
      hours;
   8. Supervises bus arrivals and departures;
   9. Assists in office procedures;
   10. Maintains a professional, cooperative, and positive attitude;
   11. Demonstrates dependability punctuality by exercising regular attendance and
       promptness;
   12. Maintains professional ethics and exercises self-control over actions and words
       with students, parents and staff members;
   13. Follows district and building policies; and
   14. Performs all duties as assigned by the supervising teacher and/or administrator.

E. Salary:
   The salary of the Educational Aide II shall be based on the schedule adopted by the
   Board of Trustees for this position.
EDUCATIONAL AIDE III

A. Qualifications:
   1. The Educational Aide III shall have earned a high school diploma either from an accredited high school or a GED program.
   2. The Educational Aide III shall have satisfied one of the following requirements:
      a. Have three creditable years of experience as either an Educational Aide I or II or
      b. Have 30 semester hours of college credit with some emphasis on child growth and development or related subject areas; and
   3. Have experience working with students or parents as approved by the employing superintendent.

B. Appointment:
The Educational Aide III shall be appointed by the Board of Trustees upon the recommendation of the Superintendent of Schools.

C. Reports to:
The Educational Aide III shall be responsible to the building principal or immediate supervisor for the performance of all duties.

D. Duties and Responsibilities:
   1. Maintains accurate records according to district policy;
   2. Demonstrates efficiency by assuming responsibilities, showing initiative, attending to details, staying current with office procedures, and displaying competent computer skills;
   3. Maintains a professional, cooperative, positive attitude;
   4. Demonstrates dependability and punctuality by exercising regular attendance and promptness;
   5. Maintains professional ethics and exercises self-control over actions and words with students, parents, and staff members;
   6. Follows district and building policies; and
   7. Performs all duties as assigned by the supervising teacher and/or administrator.

E. Salary:
The salary of the Educational Aide III shall be based on the schedule adopted by the Board of Trustees for this position.
Paraprofessional employees must adhere to the standards of conduct for the teaching profession. They are not employed under a contract for a specific period of time, but serve at the will of the school district. They are subject to discharge, with or without cause, at the discretion of the school district. Their administrative supervisors are authorized to recommend them for discharge. To fulfill their duties as a public servant, paraprofessional employees shall do the following:

1. Ensure the accuracy on information on documents used for consideration of employment or reassignment;
2. Obtain and maintain certification necessary to serve in assigned position;
3. Perform duties honestly, promptly, accurately, efficiently, and courteously;
4. Meet the job performance expectations of administrative supervisors;
5. Comply with such reasonable requirements as an administrative supervisor may prescribe for achieving professional improvement and growth;
6. Perform satisfactorily in all areas of the paraprofessional evaluation;
7. Remediate performance that is below expectations or unsatisfactory;
8. Comply with Board and administrative policy;
9. Comply with official directives;
10. Model behavior that reflects a positive regard for lawful authority;
11. Report to work promptly;
12. Use sick leave benefits sparingly and only for authorized purposes;
13. Be drug, alcohol, and tobacco free while attending school or school-related functions;
14. Refrain from participating in any activity that directly or indirectly could impair diminish the person’s effectiveness in the school system;
15. Not commit an act, which could be prosecuted criminally;
16. Treat students, parents, members, of the public, and other employees respectfully and honorably;
17. Use positive constructive language—sarcasm, threats, and cursing are inappropriate;
18. Report to administrative supervisors any incidents of sexual harassment of, sexual abuse of, or physical violence against students or other employees; and

19. Ensure that personal matters do not interfere with performance of duties.

CRIMINAL HISTORY CHECKS FOR EMPLOYEES AND VOLUNTEERS

In order to ensure that the District has qualified teachers, support staff, administrators, and volunteers, the “continued employment process”, as well as the “school volunteer process” includes a criminal history check of all prospective and current employees and volunteers. In accordance with Texas Education Code 22.083, the District may obtain criminal history record information that relates to a person the District intends to employ or a person who has indicated in writing, an intention to serve as a volunteer with the District, as well as to a person currently employed or serving as a volunteer. This administrative procedure outlines the District’s expectations and guidelines regarding the criminal history checks for present and prospective District employees and volunteers.

CONVICTION DEFINED

For the purposes of this policy, the word “conviction” shall mean a verdict by plea of guilty, or otherwise by plea of nolo contendere, upon judgment of a court (with a jury having been waived), without regard to subsequent disposition of the case or suspension of sentence, probation, deferred adjudication, or other disposition.

MORAL TURPITUDE DEFINED

Moral turpitude includes but is not limited to dishonesty; fraud; deceit; misrepresentation; deliberate violence; base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; drug-or alcohol-related offenses; or acts considered abuse under the Texas Family Code.

Examples of offenses that involve moral turpitude include, but are not limited to:

1. Arson
2. Forgery
3. Public lewdness
4. Prostitution
5. Theft (in excess of $500.00 in value)
6. Sexual offenses (various)
7. Swindling
8. Any crime involving assault or indecency with a child.

DEFERRED ADJUDICATION DEFINED

The legal process of resolving a dispute. The formal giving or pronouncing a judgment or decree in a court proceeding; also the judgment or decision given. The entry of a decree by a court in respect to the parties in a case. Delay; put off; remand; postpone to a future time.
NOLO CONTENDERE DEFINED

“I will not contest.” Do not wish to contend a plea in a criminal prosecution that subjects the defendant to conviction but does not admit guilt or preclude denying the charges in another proceeding.

CURRENT DISTRICT EMPLOYEES

Annually, on the birthday month, the Human Resources Department will obtain criminal history record information that relates to all persons employed by the AISD. The following guidelines are applicable to current employee criminal history checks:

- AISD will obtain information regarding crimes, but will not use any information unless the information demonstrates the employee: (1) failed to disclose on employment application any conviction, probation or deferred adjudication not protected by an order of non-disclosure; (2) committed a crime involving moral turpitude; or (3) committed violence toward a person or injury or indecency with a child, or conspiracy. This policy would apply whether the above offenses were committed before or after employment. They would still be grounds for immediate termination.

- An employee who did not disclose a prior criminal history when requested at the time of employment and whose records are not protected by an order of non-disclosure may be recommended for termination.

- An employee who did not have a criminal history at the time of employment application and was involved in an incident that resulted in criminal history after employment in AISD will be reviewed on a “case by case basis” and disciplinary action up to and including termination may result.

- District employees must notify the Superintendent in writing, within three (3) calendar days, if they are arrested for, charged with, convicted of, granted deferred adjudication for or if they have entered a plea of nolo contendere to any offense.

Failure to make such notification will constitute grounds for termination.

1. A district employee placed on deferred adjudication may be recommended for termination based upon the underlying facts that led to the deferred adjudication. For the purpose of a termination hearing, the facts to which the employee pleaded in order to obtain deferred adjudication will presume to exist and be correct.

2. The District may suspend or terminate any employee convicted of a felony or misdemeanor if the crime directly relates to their fitness for duty, their job duties and responsibilities or adversely affects their job effectiveness or the mission of the school district.
3. District employees under felony indictment may be reassigned, placed on administrative leave with or without pay, or recommended for suspension with or without pay pending adjudication of their cases.

- In compliance with Texas Education Code 22.083 (c), the Aldine ISD must report to the State Board for Educator Certification (SBEC) any known criminal record of employees who hold certification.

**VOLUNTEERS**

The District will obtain criminal history records of any volunteers including mentors and tutors, who intend to volunteer with the District. Volunteers are to complete the Vendor/Volunteer Criminal Background Check Authentication Form that is found in the Aldine Independent School District Website. Human Resources will process the Initial Criminal Records Search. In addition, the following guidelines will be followed:

- All campuses will process a criminal history check on any volunteers by swiping their I.D. through the “Raptor” system, which will list any felony warrants and sex offenses.

1. Any individual who fails or refuses to grant authorization for the District to conduct a criminal history check will not be eligible for volunteering. All prospective volunteers, including previously approved volunteers, will complete the Vendor/Volunteer Criminal Background Check Authentication Form and sign the Criminal History Records Information form for the present school year in order to become an eligible volunteer.

2. No individual charged with a misdemeanor involving moral turpitude or a felony will be eligible for volunteering.

3. The District may allow individuals with non-moral turpitude felonies or non-moral turpitude misdemeanors to serve as volunteers. After a case-by-case review of the applicant’s circumstances, including the nature of the offense, the applicant’s post-conviction history, and the number of years since the conviction, the District at its discretion may allow individuals to serve as volunteers. The Superintendent or his/her designee will consult with other administrators before making the final decision.

4. Volunteers will notify the campus principal and the Assistant Superintendent of Administration in writing within three (3) calendar days if they are arrested for, charged with, convicted of, granted deferred adjudication for or if they have entered a plea of *nolo contendere* to any misdemeanor or felony. Volunteers will not be allowed to perform any volunteer duties until a written report has been made and the campus principal has issued a written approval to continue with volunteering. Failure to make such notification will constitute grounds for termination of services.
5. Volunteers under felony indictment will be removed from volunteering pending adjudication of their cases.

Questions regarding the Employee Section of this procedure should be addressed to the Deputy Superintendent, 14910 Aldine Westfield Road, Houston, Texas 77032/281-985-6301 or 281-985-6315. Questions regarding the Volunteer Section of this procedure should be addressed to the Assistant Superintendent of Administrations, 14910 Aldine Westfield Road, Houston, Texas 77032/281-985-6645.

EMPLOYMENT PRACTICES

CRIMINAL RECORD REVIEW

A current employee who has a criminal record that would preclude him/her to continue employment with the District using the criteria contained in this policy or in the administrative regulations may appeal to the criminal record review committee made up of district personnel as designated by the Superintendent. The Deputy Superintendent will serve as chair of the committee. The decision of the criminal record review committee is final.

The criminal record review committee shall assess the records of employees found to have committed crimes. The committee shall use the guidelines set out in the administrative regulations concerning criminal records checks to determine if an employee shall be recommended for termination and/or terminated based on his or her criminal record.

REQUIRED NOTIFICATION BY EMPLOYEE

An employee who is arrested for any offense must report the arrest to the Superintendent or his/her designee within three calendar days of the arrest. An employee, who is convicted of or, as defined in this policy, receives deferred adjudication or probation for such an offense must also report in writing to the Superintendent or designee, within three calendar days of the event. Failure to report shall be considered job-related misconduct.

CONFIDENTIALITY

Criminal history information is privileged and for the use of the District, the Texas Education Agency, and the State Board for Educator Certification only. No District employee shall release or disclose such information to a person other than the person who is the subject of the information, under penalty of law and/or possible discharge. Except that in compliance with the Texas Education Code 22.083 (c), the District shall report to the State Board for Educator Certification any known criminal record of employees who hold certification.

ADMINISTRATIVE POLICY ADDITION

APPLICANTS:

The District reserves the right to terminate any employee or decline to employ an applicant if the person fails to disclose any criminal conviction or misrepresents information regarding any such conviction on an employment application.
Criminal record checks shall be conducted in accordance with procedures outlined in the administrative regulations concerning criminal history records checks.

Information obtained in this manner shall be used only to evaluate an individual who, in the sole opinion of the District, is a finalist for employment and may be offered a position. The District shall not issue to any applicant a written contract of employment until it has obtained and reviewed the criminal history record(s).

**DRUG FREE WORKPLACE COMMITMENT**

PURPOSE:
This document is designed to state Aldine Independent School District’s commitment to a drug-free work environment and its expectations of staff in regard to that commitment.

SCOPE:
This document encompasses all current and future employees of the Aldine Independent School District.

Aldine Independent School District is committed to providing its employees with a working environment that is free from problems associated with the use and abuse of illegal substances. Non-compliance with the following statements will carry serious penalties:

1. Any employee using, selling possessing, distributing, transferring, or manufacturing illegal substances in any setting and at any time will be in violation of Aldine Independent School District’s employment policy and faces swift and severe disciplinary action and probable dismissal.

2. Any employee convicted of a controlled substance violation or pleading guilty or nolo contendere to charges of such a violation must inform Aldine Independent School District within three (3) calendar days of such a conviction or plea. Failure to do so will result in disciplinary action that may include termination from employment for a first offense.

3. Employees needing assistance related to drug or alcohol abuse may contact an area Alcoholics Anonymous, Palmer Drug Abuse Program, or another program of their choice.

**TOBACCO FREE SCHOOL ENVIRONMENT**

The use of all tobacco products, including but not limited to snuff, dip, chewing tobacco, cigarettes, cigars, and pipe tobacco, shall be prohibited on District property at all times and at functions sponsored by the District or one of its schools.

Students in violation of this prohibition shall be subject to progressive disciplinary consequences in accordance with the Discipline Management Plan.

Staff members in violation of this prohibition shall be subject to progressive disciplinary consequences and shall be afforded opportunities to participate in smoking cessation activities. Repeated violations may result in dismissal.
Members of the general public in violation of this prohibition shall be subject to consequences ranging from a verbal warning to removal from the premises for refusal to abide by the prohibition.

**STAFF DEVELOPMENT AND PREPARATION REGARDING HIV INFECTION**

All district employees and volunteers shall receive in-service training and preparation regarding HIV infection, which shall include information related to:

1. Methods of transmission and methods of prevention of HIV infection; and
   
a. Laws and regulations related to the release of medical information, to the confidentiality of test results, and to discrimination against persons infected with HIV; and
   
b. State laws relating to the transmission and to conduct that may result in the transmission of HIV; and
   
c. Community resources providing HIV education and services.

The in-service program shall be conducted annually at each school as a part of staff development. Employees not assigned to a school shall be scheduled to receive this training and preparation at a designated site. The Coordinator for Health Services shall be responsible for the development of the in-service program.

**SEXUAL HARASSMENT/SEXUAL ABUSE**

It is the official policy of this school district that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner which encourages and promotes positive, wholesome relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive, or otherwise inappropriate sexual advances and activity. Sexual advances, sexual remarks, or sexual conduct are not appropriate in an educational environment, and the Board of Trustees will not tolerate sexual harassment or sexual abuse of students or employees. If an administrator learns of inappropriate sexual behavior by either students or employees toward others and such behavior is school-related, the administrator shall take appropriate action. Employees who sexually harass students or other employees are subject to appropriate disciplinary measures, including termination from employment. Employees who sexually abuse students will be terminated from employment. Under no circumstances shall the alleged perpetrator be allowed to conduct the reporting conference or the investigation or to be a reviewing official. Students who sexually harass or abuse employees or other students will be disciplined according to the school district’s discipline management plan.

A. **Notification of parents:**

If an employee is alleged to have sexually harassed or sexually abused a student, the student’s parent shall be notified. If allegations of sexual abuse are made by students against students, the students’ parents will be notified. If
allegations of sexual harassment are made by students against students, the students’ parents will be notified if the allegations are not minor.

B. Sexual harassment by employees:

Employees shall not engage in any type of conduct that sexually harasses students or other employees, including applicants for employment. An employee who engages in any sexually oriented conversations, activities, contacts, or other conduct of a sexual nature with a student commits sexual harassment of the student. Regardless of the student’s age or the consent of either the student or the student’s parent, employees are prohibited from dating or courting students. An employee who engages in unwelcome sexually oriented conversations, activities, or contacts with another employee commits sexual harassment of the employee if submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, if submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or if such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

C. Sexual harassment by students:

Students shall not engage in any type of conduct that sexually harasses employees or other students. A student who engages in any unwanted or unwelcome sexually oriented conversations, activities, contacts, or other conduct of a sexual nature with an employee or another student commits sexual harassment of that person. Students are strongly discouraged from engaging in romantic relationships with employees, regardless of the consent of the employee or the student’s parent.

D. Sexual abuse of students:

Employees shall not engage in any type of conduct that sexually abuses students. Sexual abuse includes, but is not limited to, fondling, sexual assault, or sexual intercourse. In addition to being terminated from employment, any employee who sexually abuses a student shall be reported to the appropriate law enforcement agency for criminal prosecution and to the Commissioner of Education for appropriate sanctions.

E. Complaint procedure for students:

A student or a student’s parents who believe that the student has been or is being sexually harassed or sexually abused may present a complaint regarding the sexual harassment or sexual abuse by reporting to the student’s principal, the principal’s designee, or the school’s area superintendent (Title IX coordinator for students).

If a conference is requested with this reporting official, the conference will be conducted within ten (10) calendar days. If the reporting official is not the same gender as the student and the student will be attending the conference, another official of the same gender as the student shall be designated to
conduct the conference if the student or student’s parent makes that request. At the conference, the official shall notify the complainant of the right to file a complaint directly with the Office of Civil Rights.

If a conference is not requested, the reporting official shall conduct a prompt and thorough investigation of the allegations and shall notify the complainant of the official’s determination within ten (10) calendar days after receiving the complaint. If a conference is requested, the official’s investigation shall be conducted and the complainant notified of the official’s determination within ten (10) school days after conducting the conference. The complainant shall be notified if a delay in concluding the investigation is necessary.

After the reporting official notifies the student or parents of the determination, the official shall forward to the appropriate area superintendent the official’s complaint file, which shall include the written complaint, other documents presented to the reporting official, and copies of all investigative notes or determination documents maintained by the official.

If the complainant is not satisfied with the official’s determination, the complainant may appeal to the Superintendent of Schools within ten (10) calendar days after being notified of the reporting official’s determination. The appeal must be in writing and signed by the complainant, must clearly and specifically state the substance of the complaint, must state how the complainant requests that the complaint be resolved, must state the date that the complaint was made to the reporting official, and must identify the reporting official. Within ten (10) calendar days after receiving the appeal notice, the Superintendent will conduct a conference with the student or parent if the appeal notice requests one. The Superintendent will review the reporting official’s complaint file. The Superintendent’s decision will be communicated to the complainant within ten (10) calendar days after receiving the appeal or conducting the conference, as may be appropriate, and will add the complainant’s written appeal documents and the Superintendent’s investigative notes or determination documents to the contents of the reporting official’s complaint file.

If the complainant is not satisfied with the Superintendent’s decision, the complainant may appeal to the Board of Trustees by delivering a written notice of appeal to the Superintendent’s office within ten (10) calendar days after the Superintendent’s decision is made. The appeal will be scheduled to be presented to the Board of Trustees and will be posted as an agenda item for the next available board meeting. The Superintendent will add the notice of appeal to the complaint file and will deliver the file to the Board of Trustees for consideration during the complainant’s presentation. The presentation will be scheduled to be made in executive session. After considering the complaint, the Board may exercise its discretion by questioning either the complainant or the administration, by directing the Superintendent to place the matter on a future agenda, or by taking no action.
F. Complaint procedure for employees:

Employees who believe that they have been or are being sexually harassed or sexually abused by another employee shall report the sexual harassment or sexual abuse pursuant to the district’s policy regarding the presentment of grievances. In no case shall persons who believe that they have been sexually harassed or sexually abused be required to report to the person who is alleged to have been the perpetrator of the harassment or abuse.

EMPLOYEE LEAVE

A. SICK LEAVE GENERAL PROVISIONS

Every person regularly employed by the school district is eligible to receive local sick leave benefits, depending upon the number of days of service performed each year. Sick leave days are not earned when employees are on leaves of absence, are absent from duty and not using earned sick leave days, or are absent from duty and are receiving worker's compensation benefits or using donated sick leave days. Sick leave is earned when an employee is absent and is using compensated leave under this policy. Persons who work less than fifty (50) percent of the day, temporary employees, student workers, and volunteers are not considered regularly employed by the district and are ineligible to receive or use sick leave benefits.

Employees whose employment is terminated for reasons other than retirement or death shall not be eligible for any benefits which are not mandated by law. An employee's year begins on the first day of that employee's calendar group. Sick leave days will be earned, accumulated, or used as “personal days”, “state days”, or “local days”. Before any local days may be used, all personal leave and any eligible state sick leave days accrued prior to the 1995-96 school year must be used.

An employee's "immediate family" is defined as the employee's spouse and the parents, grandparents, children, grandchildren, siblings, stepparents, stepchildren, or stepsiblings of the employee or of the employee's spouse, and any persons who may be residing in the employee's home at the time of their illness or death. "Family emergencies" are defined as natural disasters or life-threatening events, which directly involve the employee or the employee's immediate family. "Personal emergencies" are defined as life-threatening illnesses or deaths of personal acquaintances who are not members of the employee's immediate family.

The following leaves run concurrently with Sick Leave: Family and Medical Leave, Maternity Leave, Temporary Disability Leave and Workers’ Compensation.

B. ELIGIBLE USE OF PERSONAL DAYS

Beginning with the 1995-96 school year, five (5) days may be earned each year, accumulate indefinitely from year to year, and may be transferred to another school district ("personal days"). Personal days are the first compensated leave days used, regardless of the nature of the absence. If the absence qualifies for use of a state day and the employee designates on the
Ordinarily, requests to use personal leave must be submitted in writing to immediate supervisors not later than the third working day prior to the date for which leave is sought. If an employee's request for personal leave is sought because of an illness of the employee, an illness or the death of a member of the employee's immediate family, a family emergency, or a personal emergency, the request shall be made as soon as is practicable.

If a school principal believes that more than five (5) percent of a school's staff will be absent on the date for which personal leave is requested or if the request is for a date immediately before or after a school holiday or a three day weekend, the principal shall deny the request unless the request is because of an illness of the employee, an illness or the death of a member of the employee's immediate family, a family emergency, or a personal emergency.

If an employee experiences extenuating and unforeseen circumstances involving serious personal or financial hardship, the employee may request leave within three working days prior to the date for which leave is sought. If the employee's immediate supervisor determines that approving the use of the leave would not adversely affect classroom instruction, administrative efficiency, or departmental operations, the supervisor may grant the request. Principals may grant the request even though granting it is contemplated to result in more than five (5) percent of the school's staff being absent on that date or even though the request is for a date immediately before or after a school holiday or a three day weekend. Denial of the request shall be at the principal's discretion.

C. ELIGIBLE USE OF STATE DAYS

With the May 30, 1995 signing of Senate Bill 1 passed by the 74th Legislature, state sick leave benefits ceased to be earned. All state sick leave days ("state days") accrued prior to that date may be used only for an illness of the employee, an illness or the death of a member of the employee's immediate family, or a family emergency. None of those days are carried forward for use as personal business days or for personal leave. State days may be transferred to another school district. To the extent that an employee has an accumulated balance of state days available for use and the absence is not for a personal emergency, state days are used immediately after all personal days are used and before any local days are used unless the employee designates on the TR-3 form submitted for that absence that a state day is to be used before the personal day is to be used.

D. ELIGIBLE USE OF LOCAL DAYS

Employees may earn additional sick leave ("local days") to be used for absences for an illness of the employee, an illness or the death of a member of the employee's immediate family, a family emergency, or a personal emergency. Beginning with the 2002-2003 school year, local sick leave accumulates indefinitely from year to year. Local days may be used only after
all personal days and all eligible state days are used. Local days are not transferable to another school district.

If an employee has used all personal days for an illness of the employee, an illness or the death of a member of the employee's immediate family, a family emergency, or a personal emergency, the employee may request to use a maximum of two (2) local days to be used for absences due to extenuating and unforeseen circumstances involving serious personal or financial hardship. The request must be made prior to the absence from duty. Denial of the request shall be at the supervisor's discretion.

E. ACCRUAL OF SICK LEAVE

Each year, personnel employed 100% of the day accrue personal days and local days with each category accruing at a rate of one-half (1/2) day for each eighteen (18) days of employment. Personnel employed less than 100% of the day, but at least 50% of the day accrue sick leave at a rate of one-half (1/2) day for each thirty-six (36) days of employment. Not more than five (5) personal days and not more than seven (7) local days shall be earned in any year.

F. APPROVAL OF SICK LEAVE REQUESTS

Employees who are unable to report to work and who wish to use sick leave must notify their immediate supervisors as quickly as possible. Those who do not do so will not receive any sick leave benefits for the absences. Not later than the day of returning to work, employees shall submit to their immediate supervisors a request for sick leave on the form adopted by the school district. In order to be paid promptly for absences, which qualify for sick leave benefits, employees must submit the forms in time to be included in the principals' reports to the payroll department. If the employees were absent for five (5) or more consecutive days for personal illness or for three (3) or more consecutive days for an illness in the immediate family, the request for sick leave shall be accompanied by a "Certification of Illness" from a physician who is duly registered and licensed under the Medical Practice Act of Texas, a licensed doctor of dentistry, a licensed chiropractor, or a licensed podiatrist. If the employee is a member of the Christian Science Church, the request may be accompanied by an attestation from a Christian Science practitioner.

G. RECORD KEEPING

Records shall be maintained to show the accumulation, use, and remaining balance of each employee's sick leave benefits. Sick leave earned or used is recorded in one-half (1/2) days and whole days only. An absence for two (2) hours shall be recorded as an absence for one-half (1/2) of a day. Beginning on July 1, 1998, sick leave days to be earned during the year may be advanced and may be used prior to being earned only for employees who are in their first school year of employment with this school district and who have not participated in the state minimum sick leave programs prior to employment with this school district. Employees who have exhausted their available sick leave balances due to illness or injuries and who are experiencing illnesses or injuries that prevent them from performing their duties may apply to the
Superintendent of Schools for advancements of sick leave to be earned during that year.

H. REIMBURSEMENT UPON RETIREMENT OR DEATH

Employees who retire under the Teacher Retirement System and the beneficiaries of employees who die while employed by the district are eligible to be paid for not more than sixty (60) of the unused sick leave days and personal leave days, combined, which were earned while employed by the district. Payment will be made at the employee's daily rate at the time of retirement or death, but will not be made for more than sixty (60) days. To receive this payment, the employees or the beneficiaries must submit a written application for payment within sixty (60) days after the termination of employment. Although employees may apply for retirement with the Teacher Retirement System regardless of their age or years of service, this local leave benefit is available only to those employees who are eligible to receive a service retirement annuity upon termination of employment. Employees who transfer personal leave days to another district during the year will transfer only the number of days that have been earned when the transfer occurs. Employees whose employment is terminated as a result of unsatisfactory performance, including but not limited to being fired, non-renewal or resigning in lieu of termination/non-renewal, are not eligible for this benefit.

Aldine employees who claim this benefit and who began employment with the district after May 27, 2001, will not receive this benefit in cash, but must deposit this payment into a federally-approved 401a Plan.

Not later than May 27, 2001, Aldine employees who were employed by the district by that date had to elect whether to receive this benefit in cash or to have it deposited into a federally-approved 401a Plan. Employees who did not make this election by that date are ineligible to make the election after that date and will receive the benefit in cash.

I. REIMBURSEMENT FOR UNUSED LEAVE AT RETIREMENT

An employee, who retires concurrently from Aldine ISD and TRS, in accordance with TRS guidelines, may be eligible to receive Retirement Benefits under the Sick Leave Conversion Plan if he/she meets the following requirements:

- is an employee of the employer hired on or after May 26, 2001 or is an employee listed in Schedule A (PARS Participation);
- has terminated employment with the employer and concurrently applied for, and begins to receive benefits under TRS; and
- has applied for benefits under this plan.

To apply for Retirement Benefits under the Sick Leave Conversion Plan, an employee must:

1) submit a formal notice of retirement to the school district;
2) submit a TRS-7 form to the Payroll Department;
3) submit a TRS-562 form to the Payroll Department.

Benefits will commence as of the first day of the month after an employee meets all eligibility requirements, has successfully demonstrated concurrent retirement from Aldine ISD and TRS, and has provided Aldine ISD with a TRS-562 form. Employees are only eligible to participate one time in the Sick Leave Conversion Plan. Employees who have retired from TRS previously may not participate in the Sick Leave Conversion Plan.

Recording

Conversion of sick leave to a benefit under the Sick Leave Conversion Plan shall be charged in the following order until all days are exhausted or the maximum number of days (60) under this plan has been reached, whichever comes first:

1) State sick leave
2) Local sick leave.

Failure to Establish Eligibility

Employees shall be required to show evidence of retirement from TRS in the form of a TRS-562. Employees who are unable to provide evidence of retirement from TRS in the form of a TRS-562 will not be entitled to collect the benefit paid to him/her under the Sick Leave Conversion Plan.

I. PHYSICAL ASSAULT

In addition to all other days of leave provided, employees who are physically assaulted during the performance of regular duties may receive leave for the number of days necessary to recuperate from the physical injuries sustained as a result of the assault. These days shall not be deducted from accrued sick leave or from accrued personal leave. The leave shall not extend more than two (2) years beyond the date of the assault.

J. MISUSE OF SICK LEAVE BENEFITS

Sick leave benefits are funded entirely by the school district and are considered when adopting the annual budget and salary schedules. The extent to which benefits can be made available is dependent upon employees using sick leave only for authorized purposes. Sick leave may not be used for any purpose other than as authorized by board policy. Use of sick leave benefits for unauthorized purposes and misrepresentation of the nature of an absence in order to use sick leave benefits constitute work-related misconduct. Employees who engage in such misconduct not only jeopardize the viability of the sick leave program but also risk their employment within the district.

K. TEMPORARY DISABILITY LEAVE OF ABSENCE

The Board of Education upon recommendation of the Superintendent of Schools may grant a temporary disability leave of absence at any time the employee’s condition interferes with the performance of his/her assigned
duties. "Temporary disability" is defined as any physical or mental condition of the employee, which would prevent the employee from performing assigned duties. Pregnancy is considered a temporary disability.

The maximum length for a leave of absence for temporary disability shall not exceed one full year.

The Superintendent of Schools may place an employee on a leave of absence for temporary disability when in his/her judgment, the employee's condition is interfering with the performance of regularly assigned duties.

If the employee does not concur with the Superintendent of Schools, the employee must present to the Superintendent a licensed physician’s report which indicates that the employee is free from disease or infestations which may threaten the health or safety of others and that the employee is able to perform all regularly assigned duties. The Board of Education will then decide whether or not the employee is to be placed on a temporary disability leave of absence.

Employee requests for temporary disability leave of absence must be submitted to the Superintendent of Schools accompanied by a licensed physician's affidavit confirming the employee's inability to work and indicating the beginning and probable ending dates of the requested leave. An employee who is a member of the Christian Science Church may have a Christian Science Practitioner attest to the employee's disability.

If the employee desires to use accumulated authorized sick leave prior to being placed on a temporary disability leave of absence, the employee's name remains on the Roster of Professional Personnel until the accumulated authorized leave has been expended. Concurrently with being placed on a temporary disability leave of absence, the employee's name is removed from the Roster of Professional Personnel.

The employee must notify the Superintendent of Schools of a desire to return to active duty at least thirty (30) days prior to the desired date of return. The notice must be accompanied by a licensed physician's statement indicating the employee's physical fitness for the resumption of regular duties. The employee will return to active duty if a position is available in an area the employee is certified to hold.

The following leaves run concurrently with temporary disability leave: Assault Leave, Family and Medical Leave, Maternity Leave, Sick Leave and Workers' Compensation.

1. **Maternity Leave**

   The Board of Education may grant a maternity leave of absence without sick leave benefits to an employee upon recommendation of the Superintendent of Schools. The maximum period for maternity leave is one full year from the birth or adoption of the child.

   An employee must make written request for maternity leave without sick leave benefits with the Superintendent of Schools at least thirty (30) days before such leave would begin. To the extent applicable, the
initial days of absence may me covered by the employee’s accumulated sick leave, with personal days being used first. Once the employee’s accumulated balance of personal days has been exhausted, local or state days will be used only if the reason for the absence qualifies for use of local or state days.

The employee must notify the Superintendent of Schools in writing of a desire to return to active duty at least thirty (30) days prior to the desired date of return. The employee will return to active duty if a position is available in an area the employee is certified.

The following leaves run concurrently with maternity leave: Family and Medical leave, Sick Leave, and Temporary Disability Leave.

2. Sabbatical Leave

The Board of Education, upon the recommendation of the Superintendent of Schools, shall grant a sabbatical leave without pay to qualified personnel for the purpose of study, travel, or for such other purposes as may be approved by the Board of Education.

Written requests for sabbatical leaves must be submitted to the Superintendent of Schools before the effective leave date.

Upon recommendation of the Superintendent of Schools, the Board of Education may grant a sabbatical leave to a contract employee who has not had a sabbatical leave during the five years immediately preceding. The leave granted shall not exceed one school year.

The employee upon return from sabbatical leave shall be restored to his/her former position or one of comparable status. If such a position is not available, the employee will be offered a contract of employment within the district in a position the employee is certified to hold (if such a position exists).

L. JURY DUTY AND RESPONSE TO SUBPOENAS

When an employee is called for jury duty, he/she shall receive full pay. Time off to serve on jury duty shall not be charged to sick or emergency leave. This approved time off ends when you are released from jury duty. If you are released before the end of the work day you will report to work immediately. Upon return to work an employee shall furnish his/her immediate superior a signed statement from the bailiff or other court official verifying the number of days the employee served.

The rule for jury duty shall prevail when an employee responds as a witness by force of a legal subpoena. The rule shall not apply in instances where the employee is either defendant or plaintiff in a legal action. A copy of the subpoena must accompany the Absence from Duty Form.
M. MILITARY LEAVE

Any regular employee who may be conscripted into the defense of the United States for service training shall be granted a military leave without pay.

The employee, upon returning from military leave, shall be offered a position of employment in an area the employee is certified to hold (if such a position is available) at the adopted salary schedule for that position. The district must receive a written request for reinstatement, and proof of honorable discharge or release from military service, within ninety (90) days from the date of that discharge or release.

When short periods of military training cannot be scheduled to coincide with vacation time or during the summer periods, the employee shall be entitled to a paid leave of absence from his or her respective duties without loss of time, efficiency rating, vacation time, personal time, sick leave, or salary on all days during which they shall be engaged in authorized training or duty ordered or authorized by proper authority, not to exceed fifteen (15) days in any one federal fiscal year.

N. FAMILY AND MEDICAL LEAVE OF ABSENCE


An employee who has been employed for at least 12 months and has worked at least 1,250 hours during the previous twelve-month period may take an unpaid family or medical leave of absence for a total of twelve work weeks during any twelve-month period. Separate periods of employment are counted unless there is a break that exceeds seven years.

A family leave of absence may be taken for the following reasons;

a) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; or,

b) because of the placement of a son or daughter with the employee for adoption or foster care.

A family leave expires at the end of the twelve month period after the birth or placement.

A medical leave of absence may be taken for the following reasons:

a) in order to care for the employee's spouse, son, daughter, or parent if such spouse, son daughter, or parent has a serious health condition; or,

b) because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
"Parent" means the employee's biological parent or the person who stood in loco parentis to the employee when the employee was a son or daughter. "Son or daughter" means the biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or is incapable of self-care because of a mental or physical disability.

A serious health condition is an illness, injury, impairment or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

A military exigency leave may be taken because of a qualifying exigency, as defined by federal regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed forces in support of a contingency operation.

A service member family leave may be taken by an eligible employee. An eligible employee is entitled to a total of 26 workweeks of leave during a 12-month period to care for a covered service member who is the employee’s spouse, son, daughter, parent, or next of kin, service member family leave shall only be available during a single 12-month period. During the single 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave for family, medical, and service member leave. “Covered service member means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. “Next of kin” means the nearest blood relative of an individual. “Serious injury or illness,” in the case of a member of the Armed Forces, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating. The husband and wife may be limited to a combined total of 26 workweeks of leave during the single 12-month period if the leave is taken in whole or part to care for a covered service member. However, the 12 week limitation applies to that portion that is not taken to care for a covered service member.
The following leaves run concurrently with Family and Medical Leave: Assault Leave, Maternity Leave, Temporary Disability Leave and Workers’ Compensation.

Required Substitution of Paid Leaves of Absence

To the extent possible, employees are required to substitute accrued paid leave, including any paid vacation and personal, state, and local leave, for an equivalent portion of the 12-week period of FMLA leave, and the amount of time taken for paid leaves shall be deducted from the 12 weeks for leave available under the FMLA. The balance remaining after paid leave is taken shall be the amount of time remaining for unpaid FMLA benefits. Prior to taking an unpaid family leave of absence, the employee first must use all accrued paid vacation leave and personal leave. Prior to taking an unpaid medical leave of absence, the employee first must use all accrued paid vacation leave and personal, state, and local sick leave. Neither state nor local sick leave days may be used in substitution of family leave. Family and medical leaves of absence may be taken only in strict compliance with this policy.

Compensatory time (comp time) used for an FMLA qualifying event may be counted against an employee’s 12-week leave entitlement. The use of comp time may be at the employee’s request or required by the employer.

2. Notice of Foreseeable Leave

Employees shall provide written notice to the Human Resources Department at least thirty (30) days prior to taking leave for expected births and placements and for planned medical treatment. Employees shall make reasonable efforts to schedule medical treatment so as not to disrupt unduly the operations of the school district. If the date of the birth or placement or of the medical treatment requires less than thirty (30) days notice, employees shall provide such notice as is practicable.

3. Leave for Married Couples

If both husband and wife are employed by the school district, the aggregate number of work weeks available for a family leave or in order to care for a parent with a serious health condition is limited to 12 work weeks in any 12-month period.

4. Certification by Health Care Provider

If an employee requests a medical leave, such request shall be supported by a certificate issued by the appropriate health care provider who is not employed on a regular basis by the school district. After the initial certification, the employee shall submit recertifications every subsequent fourth workweek for which leave is taken. The certificate must state the date on which the serious health condition commenced, the probable duration of the condition, and the
appropriate medical facts within the knowledge of the health care provider regarding the condition. For a request to take leave because of the employee's own serious health condition, the certificate also shall state whether the employee is able to perform the functions of the employee's position. For a request to take leave in order to care for the employee's spouse, son, daughter, or parent, the certificate also shall state whether the employee is needed to care for the employee's spouse, son, daughter, or parent.

For any request to take leave intermittently or on a reduced schedule for planned medical treatment, the certificate also shall state the dates on which planned medical treatment is expected to be given and the duration of the treatment. For a request to take leave intermittently or on a reduced schedule for a personal health condition, the certificate also shall state the medical necessity for the expected duration of the intermittent leave or leave on a reduced schedule. For a request to take leave intermittently or on a reduced schedule in order to care for the employee's spouse, son, daughter, or parent, the certificate also shall state whether the employee's intermittent leave or leave on a reduced schedule is necessary for the care of the employee's spouse, son, daughter, or parent who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

If the school district has reason to doubt the validity of any of the required information in the certification, the school district may require the employee to obtain the opinion of a second health care provider designated or approved by the school district. If the opinions of the health care providers conflict, the school district may require the employee to obtain a final and binding opinion of a third health care provider.

5. Intermittent or Reduced Leave Schedule

If medically necessary, an employee may take a medical leave of absence intermittently or on a reduced leave schedule due to the serious health condition of the employee or covered family member or the serious injury or illness of a covered service member. If the employee is not employed principally in an instructional capacity and the requested leave is foreseeable based on planned medical treatment, the employee may be required to transfer temporarily to an available alternative position for which the employee is qualified. An employee who is employed principally in an instructional capacity and whose requested leave is foreseeable based on planned medical treatment, may take leave for periods of a particular duration rather than intermittently or on a reduced leave schedule if the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend. Leave may not be taken intermittently or on a reduced leave schedule other than as authorized in this paragraph.
6. Leaves Near End of Academic Semesters

Classroom teachers and teachers' aides who desire to take family or medical leave more than five weeks prior to the end of an academic semester may be required to continue taking leave until the end of the semester if the leave is of at least three weeks duration and the return to employment would occur during the three-week period before the end of such semester. Classroom teachers and teachers' aides who desire to take family leave or medical leave for other than their own serious health condition less than five weeks prior to the end of an academic semester may be required to continue taking leave until the end of the semester if the leave is of at least two weeks duration and the return to employment would occur during the two week period before the end of such semester. Classroom teachers and teachers' aides who desire to take family leave or medical leave for other than their own serious health condition less than three weeks prior to the end of an academic semester may be required to continue taking leave until the end of the semester if the leave is of duration of at least five working days.

7. Denial of Restoration of Certain Employees

If the school district determines that a denial of restoration to a position is necessary to prevent substantial and grievous economic injury to the school district's operations, the school district may deny restoration to an employee who is among the highest paid 10 percent of the school district's employees after first notifying the employee of the basis for the intended denial. The employee may avoid the denial of restoration by returning to work not later than the day on which the school district has determined that the injury would occur.

8. Returning to Work

Employees on family or medical leave must report every fourth workweek to their administrative supervisor either telephonically or in person. If the employee is on medical leave for a serious medical condition of the employee, which makes the employee incapable of personally making the report, the report may be made by the employee's health care provider or another person designated by the employee. Such report shall be on the status and intention of the employee to return to work. If an employee claims to be unable to return to work because of the continuation, recurrence, or onset of a serious health condition for which the employee would be eligible for medical leave, the employee shall submit to the Human Resources Department an appropriate certification issued by a health care provider. Employees who do not return to work at the expiration of family or medical leave and who have not been approved for another leave of absence shall be considered to have abandoned their employment. At the discretion of the school district, employees returning from family or medical leave shall be restored the position held prior to leave or to an equivalent position.
9. Maintenance of Health Benefits

If employees on leaves of absence under this policy desire to maintain their insurance coverage under the district's group health plan, the employees shall deliver their semi-monthly portions of the insurance premium to the district's employee benefits department not later than five workdays prior to each district payday. For leaves of absence under this policy only, the school district shall supplement the employee's portions of the premiums with any contributions it normally would make toward the employee's group health insurance premiums. The school district will recover from employees, its contributions if employees fail to return to work for reasons other than the continuation, recurrence, or onset of a serious health condition that would entitle the employees to leave under this policy or for other circumstances beyond the employee's control.

10. Employee Rights and Responsibilities

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Use of Leave

An employee does not use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, that family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA; or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provide greater family or medical leave rights.

FMLA section 102 (29 U.S.C. § 2611) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.
O. DONATION OF SICK LEAVE

It is the desire of Aldine Independent School District to provide the opportunity for its employees to donate annually one of their locally earned sick leave days to other employees who are experiencing serious, prolonged illnesses or injuries which cause them to be unable to perform their assigned duties for an extended period of time and who have exhausted their available sick leave benefits. Full-time and part-time employees who participate in the school district’s general sick leave program may either donate or receive sick leave days. An employee may donate only one day each school year. For purposes of this policy only and without regard to either the number of hours normally worked by the employee or the classification of the employee, a “day” shall mean that daily period of time normally worked by the employee. For purposes of this policy only, the school year shall be considered to be from September 1 through August 31. Donated days are not accumulated in reserve or carried forward from year to year. A donation cannot be withdrawn after it has been received. Employees may apply to receive donated days only for personal illnesses or injuries and may not use the days for any other purposes. Employees may begin to receive donations on the first day of approved absence from assigned duties following the exhaustion of their general sick leave benefits and their paid vacation days, if any. Employees may receive a maximum of thirty (30) donated sick leave days in a school year. Employees may not receive donated days in advance of absences and may not hold a surplus of donated days. Once eligible to receive donations, an employee may apply for donations for subsequent illnesses or injuries occurring during the school year. Employees eligible for a personally funded disability insurance plan are not disqualified from receiving donations. Donations made to employees paid under the Workmen’s Compensation Act will be administered according to the district’s workmen’s compensation policy. In no case shall recipients of sick leave donations be paid by the district more than the amount they would have received if they were not ill or injured. Employees will not receive donated sick leave days for any period of time that the employee normally would not have worked. Employees eligible to receive donations may apply by submitting a completed application form to their principal or administrative supervisor. If the employee is incapacitated or otherwise unable to initiate the application process, a person identified on the employee’s emergency information card may submit the application. Attached to the application form must be an attending physician’s original statement which certifies that the nature and extent of the illness or injury cause the applicant to be unable to perform regularly assigned duties, and states both the date of the onset of the illness or injury and the anticipated date that the applicant will be able to return to work. The principal or administrative supervisor will review the application for completeness and will forward it to the Assistant Superintendent for Finance for processing. The Superintendent of Schools may require the applicant to submit to a medical review by a second physician if it is warranted; this determination may be made at the sole discretion of the Superintendent; and, the medical review will be at the expense of the school district. Employees may donate sick leave days by submitting donation forms to their principal or administrative supervisor. In order to make donations, the donors must specify the employees to whom the
donations are to be made and must maintain personal sick leave balances of at least ten days of state or locally earned sick leave. Employees may donate to each other without regard to their full-time or part-time status. Each donor’s sick leave balance will be reduced by one day, and each recipient shall receive one day of sick leave for each day donated to the recipient. Employees may make donations without regard to the recipient’s work assignment or classification.

This sick leave donation program is available only for current employees and may be discontinued at any time without notice. The following persons are ineligible to participate in the program, either as donors or as recipients: persons whose employment with the school district is terminated; employees who are on approved leaves of absence for other than personal illness or injury; employees who are suspended without pay from assigned duties; and, students employed on either a part-time or a temporary basis.

HEALTH EXAMINATION FOR SCHOOL EMPLOYEES

All school employees are required to be free from communicable diseases at all times. It is recommended that all school employees have a general physical examination annually.

RESIGNATION

Contract personnel choosing to end their employment with the district are required to submit a written notice of resignation for the coming school year no later than 45 days before the first day of the coming school year. The Superintendent may appoint administrative supervisors as the Superintendent’s designee to accept resignations of employees or to dismiss non-contractual employees.

The Superintendent shall be the designee of the Board of Trustees to receive and accept resignations.

When an employee’s resignation becomes effective, the employee shall forfeit all accumulated local sick leave benefits.

PRESENTMENT OF EMPLOYEE GRIEVANCES

Employees are encouraged to resolve their complaints at the campus or building level through the principal or building supervisor as informally and as promptly as possible. However, employees are not required to attempt informal resolution of complaints prior to filing a grievance with the Superintendent of Schools, and such attempts are not part of the grievance presentment procedure. The timelines contained herein will not be postponed during such attempts. A "grievance" is an oral or written complaint filed with the Superintendent of Schools and which concerns the grievant's wages, hours, or conditions of work, or which alleges unlawful discrimination in employment based upon sex, race, age, religion, national origin, handicapping condition, or the exercise of constitutional rights. The grievant's allegations must be stated specifically and factually, the grievant must state the specific harm caused, and the grievant must establish the existence of an available remedy. Grievances and appeals are filed by actual delivery to the Superintendent’s office. The grievant will not be required to present the grievance to a supervisor against whom the
grievance is made. Using the grievant’s own audio recording equipment, a grievant may record grievance presentations. Written responses are made when executed and sent. Written responses are effective when made regardless of the date received by the grievant. If a response is not made by the due date, the grievance or appeal is deemed denied on that date. Appeals filed more than ten (10) days after the response is made or deemed denied are untimely. All time limits are mandatory. All references to "days" shall mean "calendar days" without regard to district calendars. If the deadline for filing a grievance or appeal or for making a response falls on a Saturday, Sunday, or legal holiday, the deadline shall be considered to be the next day which is not a Saturday, Sunday, or legal holiday.

Grievances regarding Professional Development Appraisal System (PDAS) evaluations shall be brought pursuant to this policy. The Board of Trustees, Superintendent, and Superintendent’s designee shall not substitute their judgment concerning the content of an evaluation for the judgment of an appraiser. This policy does not apply to the non-renewal of term contract employees.

If the complaint does not regard a PDAS evaluation, the employee may file a grievance within ten (10) days after the employee became aware or should have become aware of the decision or act from which the complaint arose. If the complaint regards a PDAS evaluation, the employee may file a grievance within ten (10) days after either the post-observation conference or the deadline for submitting the written response regarding the appraiser's written record, whichever occurs first. The employee may file and present a grievance as follows.

LEVEL ONE
Within the appropriate ten (10) day filing period outlined above, the employee may file a grievance by delivering written notification to the Superintendent of Schools. The notice must state whether the presentation of the grievance will be made orally or in writing and must identify the subject matter of the grievance. The written grievance must be received by the Superintendent within ten (10) days after the notice is filed. Within ten (10) days after the notice is filed, the Superintendent will designate a person with specific knowledge of the subject matter of the grievance to respond to the grievant. If the grievance is presented orally, the designee will meet with the grievant within ten (10) days after the Superintendent's designation and will respond within ten (10) days after the meeting. If the grievance is presented in writing, the designee will respond within ten (10) days after the Superintendent's designation or within ten (10) days after the written grievance is received, whichever occurs first.

LEVEL TWO
If the grievant is not satisfied with the designee's response, the grievant may present the grievance to the Superintendent. The grievant must file a written notice of appeal to the Superintendent within ten (10) days after the designee's response is made. If the grievance was presented orally to the designee, the Superintendent will meet with the grievant within ten (10) days after receiving the notice and will respond within ten (10) days after the meeting. If the grievance was presented in writing to the designee, the Superintendent will respond to the written grievance within ten (10) days after receiving the notice of appeal.
LEVEL THREE

If the complaint has not been resolved to the satisfaction of the employee after the presentment to the Superintendent of Schools, the employee may present the grievance to the Board of Trustees. The grievant must file a written notice of appeal to the Board of Trustees within ten (10) days after the Superintendent's response is made. The appeal will be scheduled for presentation to the board at the next study or regular session which is at least ten (10) days after the appeal is filed. After considering the complaint, the Board may exercise its discretion by questioning the grievant or the administration, or directing the Superintendent to place the matter on a future agenda, or by taking no action.

TITLE IX - STATEMENT

In compliance with Title IX of the Education Amendments of 1972, the Aldine ISD will not discriminate on the basis of sex or age in the employment of or admission to any education program or activity.

EMPLOYEE BENEFITS

Employee benefits are available to all full-time employees who pay into Teacher Retirement. Initial enrollment for insurance must be made within thirty (30) days of employment. Information about the benefits available will be given at the time of the completion of paperwork necessary for employment. An annual open enrollment period allows existing employees the opportunity to make changes to current benefit selections. Insurance inquiries should be made to the Employee Benefits Department located in the Department of Human Resources at the M. B. “Sonny” Donaldson Aldine Meadows Complex.

WORKER'S COMPENSATION

Workers’ Compensation programs provide benefits to an employee who has been injured in an on-the-job accident, an employee who has been disabled by an occupational disease; or to the surviving wife/husband and children of an injured worker.

Benefits apply to injuries sustained by employees while they are acting in the course and scope of their employment. Workers’ compensation benefits include reasonable/necessary medical expenses and income benefits. Income benefits are effective beginning the eighth day of time lost. In case of an emergency, contact 911.

Injured employees are to report to the campus nurse. Building principals/departments supervisors should be notified immediately. Accident forms must be signed by the principal or supervisor immediately following the accident and sent to the risk management department.

It is required that treating doctors be selected from the Alliance network of physicians.

Employees are to present temporary prescription cards to participating pharmacies. Prescription cards are issued by the campus nurse.

The Workers’ Compensation Early Return to Work Program, ERTW, is designed for employees who have been released to return to work with temporary physical restrictions after having experienced an on the job injury or illness. By offering modified duty and allowing the injured employee to return to work, with the medical. Dictated by the treating
physician, ERTW programs reduce the potential impact of injury on the workers’ life as well as on the district’s workers’ compensation costs. Aldine ISD will make every reasonable effort to provide temporary suitable return to work opportunities for every employee who is unable to perform his/her regular duties following a work related injury/illness. This may include temporarily modifying the employee’s regular job or, if available, providing temporary alternate work depending on the employee’s physical capabilities. Only work that is meaningful and productive will be considered. Modified duty assignments associated with ERTW are intended to fulfill a temporary need and shall be extended for a period of up to four (4) weeks. If an employee cannot return to regular duty with this time frame, recovery shall be completed at home.

Having an ERTW program does not obligate Aldine to create unnecessary work or to return an injured worker if there is no appropriate productive work available. Aldine will make every reasonable effort to provide meaningful productive work that accommodates the injured workers’ medical abilities.

A plan document is available for your review.

Please contact the Director of Risk Management at 281-985-6212.

HAZARD COMMUNICATION PROGRAM

The Aldine Independent School District is firmly committed to providing each of its employees a safe and healthful work environment. It is a matter of company policy as well as an important public program. We have implemented this Hazard Communication Program as outlined herein.

The Executive Director of Buildings and Properties will have the overall responsibility for coordinating the program for Aldine Independent School District located at 14910 Aldine Westfield Road.

Access to the Written Program

All or any part of this written Hazard Communication Program is available to employees and their designated representatives. The program is available from the person named above for review and copying.

A. Hazard Determination

1. The initial hazard determination is coordinated by the Principal with the assistance of the Assistant Principal, Curriculum Area Consultant, and Department Chairman.

2. Any substance listed in 29 CFR part 1910, subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA); Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH); Annual Report on Carcinogens, National Toxicology Program (NTP); or Monographs, International Agency for Research on Cancer.
Monographs will be considered a health or physical hazard, therefore, hazardous

3. Furthermore, any substance otherwise known to be hazardous is included in our Hazard Communication Program.

4. Every hazardous substance known to be present in the workplace will be listed on the "Workplace Chemical List". The building principal or designee is responsible for coordinating and maintaining the list.

5. The identity of the substance appearing on the "Workplace Chemical List" will be the same name that appears on the manufacturer's label, in-house, and the MSDS for that substance.

6. The "Workplace Chemical List" will serve as an index to the MSDS files.

B. Labeling

1. No hazardous chemicals will be accepted for use in the facility unless labeled with at least the following information:
   - Identity of the hazardous chemical(s)
   - Appropriate hazard warnings
   - Name and address of the chemical manufacturer, importer, or other responsible party
   The building principal is responsible for assuring compliance with this labeling requirement in accordance with a 29CFR 1910.1200.

2. All in-plant containers of hazardous chemicals will be labeled with at least the information:
   - Identity of the hazardous chemical(s)
   - Appropriate hazard warnings

3. In-house labels are stocked at schools by hazard communication department coordinators.

4. The central office hazard communication department coordinators are responsible for reviewing and assuring label information is kept current.

5. No label is to be defaced or removed when a material is received or in use.

C. Material Safety Data Sheets

1. A material safety data sheet (MSDS) containing the information required by the Texas Hazard Communication Act of 1993 will be kept for each substance listed on the “Workplace Chemical List.” The MSDS will be the most current one supplied by the chemical manufacturer, importer, or distributor. Teachers have the right to view these.
The building principal or designee is responsible for obtaining and maintaining the file of MSDS.

2. The MSDS’s are filed in the main office of each school and are readily accessible to employees in the work area during each work shift.

D. Employee Information and Training Program Policy

1. All employees, including temporary employees, working with or potentially exposed to hazardous chemicals will be appropriately informed and trained per 1910.1200 (h) concerning the potential hazards of the chemicals to which they may be exposed.

   a. The school nurse will provide in-service training annually for all employees new to the campus who are affected by the Texas Hazard communication Act of 1993. Training will include details of the hazard Communication program with an explanation of the labeling system, material safety data sheets and appropriate response to hazardous chemical exposure.

   b. Employees working with hazardous materials isolated to their area of curriculum specialty will be in-serviced by appropriate personnel.

2. All employees affected by the Texas Hazard Communication Act of 1993 will be informed of the details of the Hazard Communication Program including an explanation of the labeling system and the material safety data sheets, and how employees can use the appropriate hazard information. Affected Central Office department coordinators are responsible for the overall coordination of the training program.

3. Affected Central Office department coordinators will provide employees with training when new hazardous chemicals are introduced and added to the "Workplace Chemical List", or before non-routine tasks are to be performed that could involve exposure to hazardous chemicals.

4. Reinforcement of training will be conducted through topics at safety meetings, as appropriate.

5. The extent of information transmitted to employees during training sessions will be indicated by the degree of hazard presented by the chemicals. The applicable MSDSs, the text of the OSHA Hazard Communication Standard (1900.1200), the inventory list of hazardous chemicals, and this written program will be used as sources of information during the training session.

E. Contractor Policy

Outside contractors must be provided with all necessary information concerning the potential hazards of the substances to which they may be
exposed and appropriate protective measures required to minimize their exposure.

Whenever possible, the contractor or agency management should be provided with a list of the hazardous chemical and the safety sheets for the materials their employees will be using in the course of their work in our area.

**FACULTY ADVISORY COMMITTEES (FAC)**

This select committee works with the administration to review campus procedures and policies.

**CAMPUS IMPROVEMENT TEAMS**

The principal is the instructional leader of the school. As such, the principal is responsible for implementing goals, objectives, and major district-wide classroom instructional programs, for identifying school improvement priorities, and for monitoring the performance of students, programs, and staff. To assist and advise the principal, each school shall have a Campus Improvement Steering Committee composed of students, parents, staff members, and community patrons. The principal shall chair the steering committee, and shall appoint persons from the steering committee to subcommittees as desired. The principal shall appoint the moderator of each subcommittee and shall serve as an ex-officio member of each subcommittee.

The steering committee and all subcommittees serve solely in an advisory role to the schools principal. The principal may seek the assistance and advice of other parents, residents, or staff members on any matter, which may be under consideration by the Campus Improvement Teams, the steering committee, or any subcommittee. The Board of trustees and/or the Superintendent of Schools may appoint or establish, or meet with any other groups of parents, teachers, and/or community patrons as they desire for advice or assistance on such subjects that are appropriate. The Board of Trustees retains the exclusive power to manage and govern the public free schools of the district.

**CAMPUS IMPROVEMENT STEERING COMMITTEE (CISC)**

The CISC will function in an advisory role (Senate Bill I) assisting the principal in the decision making process in the following areas: budget, curriculum, staff patterns, staff development and school organization. The principal of each school campus with the assistance of parents, community residents, business representatives, students and the staff of the school shall establish academic and other performance objectives for each academic excellence indicator.

The CISC will work within the Site-Based Decision-Making parameters which define role responsibilities for defines areas of decision-making. The CISC will also take into consideration the district's strategic plan, the annually adopted district goals, and the district and campus performance data.

Each CISC will contain a combination of certified school staff members. Each CISC will consist of a minimum of three elected EAC (Senate Bill I) certified staff members; three parents (as defined in Senate Bill I); two community representatives (as defined in Senate Bill I).
Bill I); two business representatives (as defined in Senate Bill I); a representative from each Campus Improvement Team (subcommittees) being a minimum of five certified teachers; and one to three students. The principal may select all but the three elected EAC members. Their membership on the CISC for the school year is automatic.

**DISTRICT LEVEL EDUCATIONAL ADVISORY COMMITTEES (DEAC) AND VERTICAL EDUCATIONAL ADVISORY COMMITTEES**

These committees shall serve in an advisory capacity in establishing and reviewing district's educational goals, objectives, and major district-wide classroom instructional programs.

**PAYMENT OF SALARY**

The salary of each employee shall begin at the time he/she reports for duty. The salary shall be paid semi-monthly on the fifth and twentieth of each calendar month.

**CREDIT UNION INFORMATION**

One of the benefits of being employed by Aldine Independent School District is Investex Credit Union. The credit union is located at 905 Aldine Bender Road. The phone number is 281-449-0109.

The credit union offers checking accounts to meet your individual needs. Accounts with no minimum balance requirement, no limit on the number of checks, and no service charge are available. Interest bearing accounts with no limit on the number of checks earn interest on a sliding scale. You may have your entire paycheck automatically deposited to your account on payday with direct deposit if you wish. With your Aldine Teachers Credit Union Pulse card, your funds are easily accessible seven days a week.

Aldine Teachers Credit Union offers high rates of return on savings and CDs. CDs range from $500.00 to $100,000 or more in denomination and earn money market rates.

The credit union also offers Individual Retirement Accounts. You can purchase any CD as an IRA CD. You may also have an IRA share account with a minimum deposit of as little as $25.00.

The credit union offers Ready Credit, a pre-approved line of credit that may be used as overdraft protection. Master Card is available to qualified members.

You may purchase Certified Checks and American Express Money Orders and Travelers Checks for specific needs.

Payroll deduction is available which makes saving money painless and convenient. You may have a deduction from your paycheck applied to your savings account, or any or all of your loans or to any other account you wish.

You may open accounts for yourself, your spouse, your children, and/or your parents.

**DIRECT DEPOSIT**

Direct deposit to the institution of your choice is available. Information and the correct form may be obtained in the payroll department at Central Office.
SECTION II

ADMINISTRATIVE PROCEDURES

SIGN IN AND OUT FORMS

Teachers and paraprofessionals are to sign in and out on the forms provided in the general office. Follow the time indicated by your school. Beginning and ending times for magnet schools may vary.

<table>
<thead>
<tr>
<th>School Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K Centers</td>
<td>7:30 a.m. - 3:30 p.m.</td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>7:45 a.m. - 3:30 p.m.</td>
</tr>
<tr>
<td>Intermediate Schools</td>
<td>8:20 a.m. - 4:10 p.m.</td>
</tr>
<tr>
<td>Middle Schools</td>
<td>8:20 a.m. - 4:10 p.m.</td>
</tr>
<tr>
<td>9th Grade Centers</td>
<td>7:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>High Schools</td>
<td>7:00 a.m. - 3:00 p.m.</td>
</tr>
</tbody>
</table>

All instructional aides are responsible for closing their windows, turning off the lights, and locking the door when leaving their room. All rooms should be left neat and orderly.

Paraprofessionals required to leave the school campus during the school day, by virtue of the nature of the school activity being performed, must notify the building principal or their designee, and must sign out on the special register in the office of the principal before leaving.

Schedule: Each paraprofessional will follow his/her schedule as assigned.

Paraprofessionals who need special consideration for leaving the campus before the sign out time should write a brief explanation to the principal in advance.

Workdays and building in-service days are to be handled as normal teaching days with the following hours:

8:00 a.m. - 3:30 p.m.

REGULAR DUTY AND SPECIAL ASSIGNMENTS

Paraprofessional duty time will be determined by the building principal. Special duty is a vital part of every paraprofessional responsibility. It is imperative that each paraprofessional assumes his/her share of the responsibility of a given assignment. Duty times are:

<table>
<thead>
<tr>
<th>School Type</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>7:15 a.m.</td>
</tr>
<tr>
<td>Intermediate/Middle School</td>
<td>8:10 a.m.</td>
</tr>
<tr>
<td>High School</td>
<td>6:50 a.m.</td>
</tr>
</tbody>
</table>

AESOP (Automated Educational Substitute Operator) is the automated service used for recording absences and finding substitutes.

The AESOP service will be available to you 24 hours a day, seven days a week. You may interact with the system either on the Internet at http://www.aesoponline.com, or by way of a
toll-free automated phone line. Once you are logged in the system, you will be given prompts for the various menu choices. **Paraprofessional/clerical staff should check with the building principal about substitute eligibility.**

*When you access the AESOP system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3rd Grade) as AESOP will play this recording to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.*

**BREAKS**

Each paraprofessional/clerical is entitled to two designated fifteen-minute breaks—one in the morning and one in the afternoon.

The lounge should be used as if it were one's own living room. Each paraprofessional/clerical using the lounge will be responsible for seeing that it is kept neat and orderly at all times. This includes placing bottles, paper, and other litter in the receptacles provided.

The purpose of the general workroom is to provide teachers and aides with adequate facilities for:

1. Duplicating
2. Typing and running off tests
3. Preparing teacher-made materials

**INTER-SCHOOL MAIL POLICY**

The intended purpose of the school district's internal mail system is to facilitate the communication of official business. The system may be used by organizations that engage in activities of interest and educational relevance to students. Such organizations must contact the Superintendent or his designated representative prior to distributing material through the system. Organizations, which fail to do so, will lose this privilege. Material which promotes illegal activity, immoral conduct, or which is libelous or slanderous is inappropriate and will not be allowed. Organizations, which distribute such inappropriate material on school district property, will lose this privilege.

Organizations that are concerned with the terms and conditions of professional, paraprofessional, or service and support staff employment may have written material made available to employees of the school district by delivering such material to the principal of the school or the supervisor of the building. Such material will be placed by school district employees in the appropriate lounges. Organizations, which fail to follow this procedure, will lose this privilege. Material which promotes illegal activity, immoral conduct, or which is libelous or slanderous is inappropriate and will not be allowed. Organizations, which distribute such inappropriate material on school district property, will lose this privilege.

**STAFF DEVELOPMENT**

The paraprofessional staff will attend staff development as directed by the principal.
TEACHER/PARAPROFESSIONAL ATTIRE OR DRESS

The educational environment, by Aldine standards, should reflect a more formal setting, and the type of apparel worn by faculty and staff should reflect that fact. Teachers are expected to set a good example for their students and should not allow themselves to become careless in their grooming and attire. Clothing that is obviously inappropriate for school activities must not be worn and the decision of the principal will determine the appropriateness of dress appearance.

A. It is permissible for women teachers to wear dress pants or cropped dress pants (2”-3” above ankle). This does not include jeans or pants made of faded or recycled denim. Cargo pants are not acceptable. Cargo pants are not acceptable. Dress shoes will be worn at all times. Casual sandals such as flip flops, rubber crocs, or house slippers are not acceptable. Split toe shoes are not acceptable. The wearing of hose is optional. The length of skirts, split skirts, and dresses must approach the knee, and allow one to walk, stoop, kneel and sit with modesty. Low cut clothing is not permitted. No cleavage should be visible. Clothing should fit appropriately and should not be too loose or too tight. Clothing should be neatly ironed.

B. Men are to wear dress pants and dress shirts during the school day. Cargo pants and baggy pants are not acceptable. Beards are permitted and side burns are not to extend below the lobe of the ear, nor are they to be flared. Beards and mustaches must be neatly trimmed. Teachers without beards should be clean shaven daily. Hair must be well groomed and of moderate length. The hair may not extend below the collar. Hair fasteners of any kind may not be worn. Dress shoes will be worn at all times. Clothing should be neatly ironed.

C. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn.

D. PE teachers must wear clothes to school that are appropriate for teaching physical education. Adaptive PE teachers must adhere to the Aldine PE dress code.

E. Coaches are to be in professional dress while teaching in the classroom.

F. Several times a year, schools sponsor special days that require unusual dress, such as "Go Texan" and "50s Day." Student participation in such activities should be limited to a reasonable number. Individual teachers may be approved for dress code deviation if it is for a curriculum related activity, such as "Cultural Day" in the foreign language department.

G. Individual campuses may select one day per week as a school spirit day. On that spirit day the staff may deviate from the Aldine Dress Code. It will be permissible to wear jeans, tennis shoes and approved collared shirts, which must have school colors and contain a school logo. No uncollared t-shirts are permitted with spirit attire. Men must wear spirit shirts tucked in. (A belt must be worn.) Jeans should not be unduly faded. Jeans cannot be ripped or
frayed. Pins and other accessories cannot be substituted for the school logo. If you choose not to participate in school spirit day, regular school attire must be worn.

H. Teachers who have lab or art classes must wear professional dress, but may wear a protective coat or smock. Teachers who have vocational/career classes should dress appropriately and safely for their lab class. This does not include the wearing of jeans. Khaki pants or work pants are appropriate.

**CELL PHONES**

Cell phones should not be visible. Cell phones are not to be used in public areas during the school day and during instruction. Exceptions must be approved by the principal. Teachers should not wear cell phones or accessories such as a Bluetooth, ear pieces, or headphones.

**PARKING**

A parking lot has been provided for faculty and staff. All personnel are to park in their designated area.

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

It is the desire of the school district to provide computer access to information of educational relevance and value to students and of instructional and administrative support to teachers, staff, and administrators. Use of the Internet and of other networks is particularly useful for educational research and for scientific and educational information exchange. Such use is encouraged to enhance the school district’s instructional objectives and for enrichment of the school district’s curriculum. The information to which students, teachers, staff, and administrators are authorized to have access is only that information which is appropriate for use in an educational setting and at the age and grade appropriate levels.

Use of school district computers is authorized only to further school district purposes. The school district does not authorize use of its computer resources for private purposes, including activities, which are for profit or for recreation, or for access to information which promotes illegal or immoral activity or which is indecent or obscene. Rather, use of school district computers to gain access to such information is prohibited. Students using school district computers to gain such access shall be disciplined under the Student Code of Conduct. Employees doing so commit job related misconduct and are subject to being discharged from employment for good cause, including but not limited to violating the standards of the profession. Persons who use school district computer for unauthorized purposes shall have their computer privileges revoked or suspended.

Students, teachers, staff, and administrators having access to the Internet or to other networks may use school district computer for such access only in compliance with the following:

1. Users shall maintain the confidentiality of their personally identifiable information, including their name, home address, and home telephone number and shall not release such information to unauthorized individuals;

2. Users shall maintain the confidentiality of their logon identifiers and passwords and shall use only their assigned logon identifiers and passwords;
3. Users shall not pre-set passwords, but shall enter their assigned passwords each time access by password is required;

4. Users shall not gain access to, use, rename, erase, alter, or manipulate another person’s computer files, programs, or disks and shall not introduce or propagate computer codes or passwords, which hinder any other person’s files, programs, software, or systems;

5. Users shall use school district computers only for educationally, instructionally, or administratively appropriate activities. Users shall not use school district computers for private purposes or to gain access to indecent or obscene information or information which promotes illegal, unethical, or immoral activities; and,

6. Users shall not use the school district computers to transmit vulgar or sexually explicit language or to annoy, harass, stalk or threaten other users.

**STATEMENT OF NONDISCRIMINATION**

It is the policy of Aldine ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

This policy also prohibits retaliation against an individual who has made a good faith report of unlawful, discriminatory practices, opposed any unlawful, discriminatory practices or participated in an investigation of any complained related to an unlawful, discriminatory practice.

Inquiries regarding the Aldine ISD nondiscrimination policy in the following areas should be directed to:

**Title IX & Title VI:**
Dr. Archie Blanson, Deputy Superintendent, 14910 Aldine Westfield Rd., Houston, TX 77032 (281) 449-1011

**EEO & ADA (Employees and Public):**
Dr. Archie Blanson, Deputy Superintendent, 14910 Aldine Westfield Rd., Houston, TX 77032 (281) 449-1011

**Section 504 & ADA (Students):**
Dr. Charlotte Davis, Director of Guidance and Counseling, 14910 Aldine Westfield Rd., Houston, TX 77032 (281) 985-6452
EMPLOYEE RESPONSIBILITIES FOR USING THE INTERNET

Access to the Internet should be considered a privilege rather than a right. With this privilege come certain responsibilities. Prior to being granted access to Internet resources, employees must attend an orientation session provided on their campus.

Employee Responsibilities:
In addition to student guidelines, the employees will:

• Train students in the proper use of the Internet
• Convey to students expectations for appropriate use.
• Convey to students consequences for inappropriate use (inappropriate use consists of: off-task behavior, impolite or abusive language, accessing unapproved sites, sending materials or information without permission).
• Monitor student use to keep students on task and to maintain their focus.
• Supervise student use and intervene when necessary to assure the appropriateness of materials being accessed.
• Follow school procedures for preventing unauthorized use.
• Ensure that the student/parent agreement forms are on file.
• Use the Internet for educational or instructional purposes only.
• Abide by the Aldine Acceptable Use Guidelines and Board Policy while using the Aldine ISD networks.

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

STUDENT INTERNET USE
Rules and Responsibilities

The user is expected to abide by the following network rules of etiquette:

• Be polite and use appropriate language. Do not send abusive messages using vulgarities or any other in appropriate language.

• Realize that electronic mail is not private. People who operate the system have access to all mail.

• Do not view or transmit materials that may be considered obscene. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges, and referral to administration for discipline.

• Notify the staff member in charge immediately if inappropriate material is found.

• Do not use the network to reveal the personal address or phone number of yourself, your family or other students.

• Do not communicate any credit card number, bank account number, or any other financial information.
• Do not use the network in such a way that would disrupt the use of the network by other users.

• Do not move, delete, overwrite, or in any way destroy another user’s data.

• Realize that any contamination, deletion, reconfiguration of data, or any action that disrupts system performance will be considered an act of vandalism.

Students are responsible for good behavior on school computer networks just as they are in the classroom or on school property. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The Internet is provided for students to conduct research and communicate with others in relation to educational activities. Access to network services through teacher guidance is given to students at no charge who agree to act in a considerate and responsible manner. Parent permission is required. *Access is a privilege, not a right.* Therefore, based upon the acceptable use guidelines outlined in this document, the campus administrators will deem what is inappropriate use and their decisions will be final. The administration, faculty, and staff of Aldine ISD may deny, revoke, or suspend a student’s access to the Internet.

Individual users of the Internet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of Aldine ISD. Use of other organizations’ networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene material is prohibited. Violating this agreement or the Aldine ISD Acceptable Use Guidelines may result in legal action including, but not limited to, criminal prosecution under appropriate state and federal laws. Commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities are strictly prohibited.

**Violation of any of the above rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.**

**INTERNET ACCEPTABLE USE GUIDELINES**

New technologies are changing the ways information may be accessed, communicated, and transferred. To take advantage of these technological advances, Aldine Independent School District (ISD) offers students access to the Internet. The Internet can be a valuable learning tool that allows people to interact with hundreds of thousands of computers and networks. Students will be able to explore libraries, databases, bulletin boards, and other resources, while exchanging messages with people all over the world.

Along with access to computers and people worldwide comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Aldine ISD has a filter program designed to block access to inappropriate sites. But, it is not foolproof.
Ultimately, the school staff and parents/guardians of minors will establish and convey the standards that students should follow when using media and information sources. Aldine ISD supports and respects each family’s right to decide whether or not to allow their children to apply to access to the Internet.
EMPLOYEE AGREEMENT FOR PARTICIPATION

I have read the Aldine Acceptable Use Guidelines and Board Policy and understand the above employee responsibilities. I agree to abide by these regulations and understand that inappropriate use could result in loss of access privileges and/or disciplinary action by the Board of Trustees.

Name (Please Print) ______________________________________________________

Campus:_______________________________________________________________

Signature:_____________________________________________________________

Date:_______________________________________________________________

I have participated in an orientation session: Date: _____________________

Trainer: ______________________________________________________________

Employee: ___________________________________________________________
PARAPROFESSIONAL/CLERICAL ACKNOWLEDGMENT

My signature below certifies that I have received, read, and understand the contents contained in the Paraprofessional Handbook provided by the Aldine Independent School District. I have discussed concerns (if applicable) with my administrator and asked for clarification where needed.

__________________________________________  __________
Paraprofessional /Clerical Signature          Date

__________________________________________  __________
Principal Signature                          Date
ALDINE CODE OF ETHICS

We are public servants, and we are committed to educational excellence. In every aspect of our work and of our relationships with our stakeholders, we shall perform our duties honestly, competently, efficiently, expediently, and harmoniously and in strict compliance with the ethical standards of our profession.

In all that we do, we advance these core beliefs:

- We believe each student can learn and will have equal opportunity to do so.
- We believe in clearly defined goals that set high expectations for student excellence.
- We believe in the value of parents as children’s first and best teachers.
- We believe in the value of each employee.
- We believe in empowering individuals to make decisions aligned with the vision of the school district.
- We believe in accountability at all levels.
- We believe the community must actively participate in the development of our children.
- We believe, as a district, we can achieve higher levels of performance.
- We believe in the personal and professional growth of all people within our school district.
- We believe all environments should be supportive, safe, and secure.

In all that we do, we take personal responsibility for producing the nation’s best.

[To view the Aldine Ethical Conduct Guidelines, see http://www.aldine.k12.tx.us/district_info/policies/index.cfm]
ETHICS COMPLIANCE STATEMENT

Please check the appropriate blank:  ___ New Employee  ___ Annual Certification

• I have read the Aldine Ethical Conduct Guidelines;

• I understand the District’s ethical expectations;

• I understand that I may seek clarification of Aldine’s ethical expectations by contacting my administrative supervisor, the Superintendent of Schools, or the Superintendent’s designee; and,

• I agree to adhere to the District’s ethical standards.

_________________________  ____________________________
Signature                                                     Printed Name           School/Department

__________________________________________________________________
Title                                                             Date