



Amigos Por Vida Friends For Life

Public Charter School

Employee Handbook

2022-2023

HOME OF THE **MIGHTY** PUMAS

Welcome to Amigos Por Vida Charter School!

Dear APV-FFL Colleagues,

We are excited to have you be a part of our extraordinary team. I am excited about what we will be able to accomplish this new academic year by having such a **Great Team of Teachers and Employees** like you. We are pleased that you have chosen Amigos Por Vida – Friends for Life as part of your professional path and wish you great success at work.

We encourage you to continuously learn, grow, and celebrate as your work has profound meaning and purpose. We encourage our employees joining our school for the first time, to become actively involved in our school events, like our clubs, sports events, gatherings, etc. For those of you returning, we trust that you will continue to be more involved in our everyday activities and motivate our new employees to continue with our culture of a family.

We challenge all of you to support our efforts to provide a quality school through your ongoing participation in our quest for excellence. We are confident that your employment here will be a challenging, enjoyable, and rewarding experience.

We are honored you have chosen us and look forward to the great things that you will accomplish.

Sincerely,

A handwritten signature in black ink, appearing to read 'Freddy Delgado', written in a cursive style.

Freddy Delgado, Principal/Superintendent
Amigos Por Vida-Friends for Life Public Charter School

APV-FFL School Directory

2022-2023 School Year

School Information

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Houston, TX 77081

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Leadership Team

Superintendent/Principal

Freddy Delgado

Principal

Kakoli Mukerji

Assistant Principal

Jaime Romero

Instructional Coach

Susana Alhassan

Instructional Coach

Patricia Rodriguez

Chief Financial Officer

Antonio Zambrano

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I agree if there is any policy or provision in the handbook that I do not understand, I will seek clarification from my instructional coach, immediate supervisor, Superintendent/Principal, or the Human Resource Manager.

I understand, except as otherwise provided in a contract of employment signed by the Chief Executive Main Officer, APV-FFL is an “**at will**” employer. Employment with APV-FFL is not for a **fixed term** or **definite period**. An employee may be terminated **at the will** of either party, with or without cause, and without prior notice.

No supervisor or other representative of APV-FFL (except the Chief Executive Main Officer) has the authority to enter into any agreement for employment. This includes any specified period, or to make any agreement contrary to the above. In addition, I understand this handbook states APV-FFL policies and practices. I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with APV-FFL for benefits or any other purpose. I also understand that these policies and procedures are frequently evaluated and may be amended, modified, or terminated at any time.

I understand that I have an obligation to timely inform Human Resources of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation concerning the contents of this Employee Handbook or my employment with APV-FFL.

I have received training and fully understand the contents of the Amigos Por Vida – Friends for Life Public Charter School Employee Handbook. I have read and received an electronic copy of the handbook.

Print Name

Signature

Date

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Part 1. ORGANIZATION INFORMATION

1.1 History

Established in 1999, Amigos Por Vida-Friends for Life Public Charter School (APV-FFL) served to alleviate severely overcrowded public schools in the Gulfton community. Described as the “Ellis Island” of our time, Gulfton is a community of critical importance to the future of Houston. Considered one of Houston’s most densely populated and poorest communities, Gulfton is composed of a growing number of children whose families have had limited educational opportunities. Of APV-FFL’s 432 students, 99% are Hispanic, 92% are English Language Learners (ELL), over 97% are considered by the state at-risk of dropping out of school, and over 97% qualify for free or reduced priced lunches.

APV-FFL addresses this unique environment in three critical ways: (1) by providing a high quality and rigorous academic program, (2) by using a dual-language program to integrate Spanish speakers quickly into English classes while retaining their fluency in Spanish, and (3) by providing adult and social service programs to increase parental learning and engagement in their children’s education. Only if this next generation of children can exceed their parent’s educational status by completing high school and completing an advanced degree or certification will Houston have an opportunity to thrive. Additionally, if these youths achieve higher educational outcomes, the work force they represent will be able to support itself, provide a stable and qualified employment base for Houston companies and purchase services needed to support Houston’s economy.

In 2007, the U.S. Department of Education released a report titled *Innovations in Education*, identifying APV-FFL as one of eight charter schools in the country that is closing the achievement gap between low income/minority students and their well-off Anglo peers. Despite having a higher percentage of ELL students than almost all other schools in Houston, APV-FFL’s third grade students consistently outperform their peers at other local schools on state Reading and Language Arts exams. In 2005, 99% of third graders met state Mathematics standards compared to less than 65% of third graders at other local elementary schools. In addition, APV-FFL has received the *Governor’s Excellence Award* for two consecutive years, the *State’s Gold Performance Acknowledgement in Comparable Improvement in Reading/LA, Math and Attendance*, and a *Financial Accountability Rating of Superior Achievement*.

As of today, we have maintained our *Financial Accountability Rating of Superior Achievement*, continued our tradition of excellence, and kept our *A-rating* score along with a myriad of accolades in Math, Science, Reading/ELA, and Post-Secondary Readiness.

1.2 Mission Statement

Our purpose is to empower our students to become life-long learners and to achieve academic and personal success by providing an excellent education in a safe environment.

1.3 Vision Statement

It is our desire every program, event, and resource points toward the development of a Community of Learners. We will endeavor to connect the daily operations of our school to successful student learning outcomes. The following standards will be used for the purpose of developing APV-FFL students as integral stakeholders, actively contributing toward the global learning community.

1.4 School Creed for Students

I believe in myself, and my ability to do my best at all times. Today, we will be Responsible, Respectful, and Ready.

Amigos Por Vida Employs: Highly motivated individuals invested in the school community and want to make an impact on our students' academic performance. These professionals operate under a "whatever it takes" mindset to ensure our students experience academic success. Our teachers are data driven and have high expectations for all students. They believe they are the key ingredient to student achievement. Our other professionals provide the necessary support, information, and assistance for all stakeholders to be involved in the school's mission.

1.5 School Governance

The Texas Education Agency charter APV-FFL. The School Board is composed of three to seven members who assist the principal with the operation of the school, through a model of shared governance. If the Board of Directors makes no specific determination, there will be five acting Board positions.

Part 2. EMPLOYMENT PRACTICES

2.1 Equal Employment Opportunity

Amigos Por Vida – Friends for Life Public Charter School (APV-FFL) is an equal opportunity employer and makes employment decisions based on merit and in accordance with applicable state and federal law. APV-FFL policy prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex or gender, sexual orientation, gender identity and expression, disability, military or veteran status, genetic information, or age in its employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended

("ADA"); the Age Discrimination in Employment Act of 1967, as amended ("ADEA"); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 ("GINA"); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, APV-FFL does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice. APV-FFL promotes a positive, productive work environment within which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices for any reason.

2.2 Americans with Disabilities Act (ADA)

APV-FFL is committed to complying fully with the ADA, as amended, and ensuring equal opportunity in employment for qualified persons with disabilities (which includes life-threatening illnesses and HIV and AIDS). All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures have been reviewed and provide persons with disabilities with meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all qualifying disabled employees, where their disability affects the performance of job functions, in accordance with the ADA. Qualified individuals with disabilities shall not be discriminated against on the basis of disability in regards to recruitment, advertising, job application procedures, hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, rehiring, rates of pay, or any other form of compensation and changes in compensation, benefits, job assignments, job classifications, organizational structures, position descriptions, lines of progression, seniority lists, leaves of absence, sick leave, any other leave, fringe benefits available by virtue of employment, selection and financial support for training, school-sponsored activities, including social and recreational programs, and any other term, condition, or privilege of employment. APV-FFL does not discriminate against qualified employees or applicants because they are related to or associated with a person with a disability.

2.3 Application for Employment

Those seeking employment with APV-FFL Public School can log on to the APV-FFL website at www.amigosporvida.com. Applicants must be 18 years of age or older to be considered for employment. Applicants will be required to reapply after their application has been on file for a year.

APV-FFL reserves the right to terminate any employee or decline to employ an applicant if the person falsifies any information on the application or on any other employment related

documentation or fails to disclose any criminal conviction or misrepresents information regarding any such conviction on an employment application.

2.4 At-Will Employment

Your employment with Amigos Por Vida-Friends for Life Public Charter School (APV-FFL) is “**At-Will**” and entered voluntarily. You can resign at any time, for any reason. The school can also terminate your employment at any time, for any reason.

Neither the handbook nor any provision therein creates an obligation on the part of APV-FFL, any contractual relationship between the school and employee. Each employee will receive an “**At-Will**” agreement to sign in August.

2.5 Ethics and Conduct

The successful operation and reputation of APV-FFL is built upon trust in the ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of APV-FFL is dependent upon our students’ and parents’ trust in our work. We are dedicated to preserving that trust. We are all, individually and collectively, under a duty to act in a way that will merit the continued trust and confidence of our students, our parents, and the community.

APV-FFL will comply—and expects its entire team to comply—with all applicable laws and regulations governing our conduct and our work, and in accordance with the letter, spirit, and intent of all laws and APV- FFL’s policies.

In general, APV-FFL relies upon and trusts the good judgment and high ethical standards of its entire team. If ever a situation arises in which a team member is uncertain as to a proper course of action, the matter should be discussed openly, directly, and immediately with the person to whom he or she directly reports, or with the Human Resources Department.

Compliance with this policy of ethical conduct is the responsibility of every APV-FFL employee and team member. Disregarding or failing to comply with this standard of ethical conduct could lead to disciplinary action.

2.6 Fingerprinting and Background Checks

Before an employee is hired at APV-FFL, a fingerprint criminal background check is required. Volunteers are also subjected to a criminal background check. Our school subscribes to the Texas Department of Public Safety to continuously monitor criminal charge activities. A charter school is

prohibited from employing *a person or having a person serve as a volunteer or board member* who has been convicted of a misdemeanor involving moral turpitude (stealing, fraud, lewd behavior, etc.); a felony; an offense involving the use, exhibition, or possession of a firearm, an illegal knife, a club, or any other prohibited weapon as defined in the Penal Code; and other crimes listed in the Texas Education Code Ch. 37 or the Code of Criminal Procedure Art. 62.01. When filling out an employee application, it must be **disclosed** that a felony conviction exists. Signing the application is a binding agreement between you and a future employer. If one lies regarding a previous felony conviction, the application will be revoked, and the offer to hire will be taken away. If you are already hired and a felony conviction becomes known, you will be terminated. Falsifying the truth will not be accepted. It is always best to tell the truth.

Nobody may be placed in a classroom or interact with students until a background check has been completed.

2.7 Verification of Employment Eligibility

Prior to the start of employment, APV-FFL shall confirm the employment eligibility of all new hires by examination of documents establishing identity and employment authorization and completion of the I-9 Form required by the Department of Homeland Security. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present appropriate documentation establishing identity and employment eligibility.

Employees whose immigration status, employment authorization, or employment authorization documents have expired, must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources office if you have any questions regarding reverification of employment and authorization.

Former employees who are rehired must also complete the form if they have not completed an I-9 with APV-FFL within a timeframe established by Human Resources (generally three years after the date of hire or one year after employment is terminated, whichever is later), or if their previous I-9 is no longer retained or valid.

2.8 Professional Standards

Standard #1: Set High Expectations and Standards for the Academic and Social Development of all Students and the Performance of Adults by:

- Articulating a clear vision

- Ensuring all students have opportunities to meet high standards while preparing them for higher learning and for enriching an interdependent world.
- Developing our school culture in a manner that results in flexibility, collaboration, and support for all efforts to improve student achievement.
- Mold a professional learning community that strives for excellence, applies wisdom and models integrity.

Standard #2: Work toward having Content and Instruction that ensures Student Achievement of APV-FFL’s Academic Standards by:

- Holding teachers and students responsible for student learning
- Letting students participate in their own learning process and the assessment of/for that learning.
- Monitoring alignment of curriculum standards, instruction, goals, and assessments
- Observing classroom practices
- Assisting teachers in reviewing and analyzing student work in a collaborative setting

Standard #3: Foster a Culture of Continuous Learning for Adults Tied to Student Learning by:

- Professional development for teachers on high yield instructional methodologies that promote success for bilingual English Language Learners.
- Investing in teacher learning/training and providing effective professional development that enhances that teacher training.
- Connecting professional development to student goals and outcomes
- Providing opportunities for teachers to collaborate as horizontal and vertical teams/depts.

Standard #4: Use Multiple Sources of Data as Diagnostic Tools to Assess, Identify and Apply Instructional Improvement by:

- Measuring performance with a variety of data sources
- Analyzing data using a variety of strategies and tools
- Using data to identify barriers, design strategies and plan effective instruction.
- Researching and studying other public charter schools that have yielded high success rates in school improvement and achievement.

Standard #5: Engage the Community to Create Shared Responsibility and Commitment for Student and School Success by:

- Building ownership for the work and continued success of the school
- Enhancing collaborative and positive team relationships within the school community
- Asking employee members to dedicate their talents, hearts and minds to the students and instructional programs of Amigos Por Vida Charter School.
- Sharing leadership and decision-making
- Encouraging parents to become meaningfully involved and integral stakeholders in our learning community.
- Enhance the partnership between parents and APV-FFL employees by providing multiple opportunities for parent training, written and oral communication and other familial-based activities that will strengthen not only community relations but positively impact the overall learning experience for our students here at APV-FFL.

2.9 Workplace Relationship Disclosure

Romantic or other personal/intimate relationships between employees (or between employees and parents of students) can understandably have an adverse effect on campus dynamics at times. Although we as an organization deeply respect the privacy of all individuals, romantic or other personal/intimate relationships between co-workers or with a student's parent or guardian require us to consider reasonable safeguards to prevent workplace sexual harassment, and disruptive intrusions on the educational process.

Consequently, APV-FFL has established a straightforward policy: Upon entering a romantic or other personal/intimate relationship with any of the following, APV-FFL employees must immediately inform the Human Resources and execute a confidential Relationship Acknowledgement form disclosing the relationship. The relationships that must be disclosed are only those that the employee has with:

1. Another employee that he or she—directly or indirectly—supervises; NOT ALLOWED
2. His or her supervisor; NOT ALLOWED
3. A parent or guardian of an APV-FFL student; NOT ALLOWED

If APV-FFL determines in good faith that the relationship interferes with—or is substantially likely to interfere with—the work environment, or would adversely affect students or employees, APV-FFL may take remedial action it determines reasonably necessary to reduce the adverse impact of the relationship. Reasonable action may include multiple alternatives, up to and including termination of employment.

Individuals involved in an ongoing relationship with a coworker are naturally expected, always that they are with students and employees, to demonstrate appropriate and professional workplace behavior.

When a personal relationship involves one individual who supervises another, substantial risks of workplace sexual harassment arise. Consequently, no employee who—directly or indirectly—supervises another may engage in a romantic or other personal/intimate relationship with the supervised person. Ever.

APV-FFL will do all it can to work with the affected individuals to ensure that one is unable to influence the other or take employment action for or against the other. Reassignment of duties is one of many options that would be considered in such circumstances. But if one or both parties refuse to accept a reasonable option or to offer an alternative to what is recommended by APV-FFL (if a reasonable alternative is available), the refusal may require APV-FFL to end its at-will employment of the individuals.

Violation of this Policy will subject an employee to disciplinary action, up to and including termination of employment.

2.10 Change of Name or Address

If an employee changes his or her name, address, telephone number or marital status, it is the employee's responsibility to inform the Business Main Office. These changes must be in writing and dated. A copy of the form may be found in SharePoint under the form Update Personal Information.

2.11 Instructional/Curricular Guidelines and Procedures

Lesson Plans

Must include the following:

- Objectives- TEKS, (with descriptions), ELPS (with descriptions)
- Essential Understanding (what is the lesson goal)
- Resources needed (name of book, unit, page numbers/title of the book and/or video)
- Vocabulary
- Strategies-Flow of the lesson (add links to video)
- Evaluation (ex: exit ticket, quick check, short quiz, test-please attach test)
- Interventions- (include ESL and Sped modifications also)
- Enrichment

All Teachers will submit electronic copies of weekly lesson plans to their supervisor by Thursday for the following instruction week. Teachers need to complete detailed lesson plans according to the format provided above. They should be completed with the expectation that another professional could use them to effectively continue the learning experience of students if a teacher is absent.

Homework

The school regards homework as an essential continuation of the school day. Teachers will assign homework on a consistent basis to reinforce daily learning, encourage self-discipline, and promote independence and responsibility.

The recommended homework time is as follows:

Kindergarten	15-20 minutes
1 st Grade	20-25 minutes
2 nd Grade	30-35 minutes
3 rd Grade	35-40 minutes
4 th Grade	40-45 minutes
5 th /6 th Grade	45-50 minutes
7 th /8 th Grade	50-60 minutes

The Instructional Period

Teachers should prepare a full instructional plan for each period. **Instructional strategies should vary to accommodate all student learning styles.** Examples of varied learner-centered activities include:

- Cooperative learning
- Role playing
- Debates
- Demonstrations
- Think-Pair-Share strategy
- Lab work
- Projects
- Workstations
- Journal assignments
- Individualized conferences, etc.
- Word wall

To prepare our students for instruction, lessons must show rigor using:

- High order thinking questions (Bloom's taxonomy)
- Making connections to students' background knowledge
- When students are writing, incorporate various modalities.
- Content integration

Active Monitoring, Data Driven Instruction, Vocabulary and Student's Engagement

All teachers at APV-FFL will follow the Active Monitoring and Data Driven Instruction protocols established during the training at the beginning of the year. Data should drive the small group instruction in the classroom. These effective-proven methods will enhance instructional practices and will maximize students' learning during the year.

Teachers must ensure that the student's engagement and vocabulary are central elements in the daily instruction. The strategies received during the training weeks must be implemented and applied daily. Instructional leaders will verify that rigor, transparency, and accountability are always present during the year.

Curriculum

Teachers need to utilize field guides from www.lead4ward.com and TEKSGuide.org for all Instructional Planning.

Substitute Folders

Teachers must maintain an updated substitute folder including (but not limited to) the following items: routines, procedures, classroom management plan, emergency operations plan, student rosters, student contact information, lesson plans, and multiple items of student work.

In case of unforeseen emergencies, please prepare review lesson and have multiple students work ready for a substitute.

Movies/Videos in Class

A written permission of Approval needs to be obtained from your administrator before any movie or video (longer than 10 minutes) is shown. All movies must be rated "G", as defined by the Motion Picture Association of America.

Movies or videos may only be shown if the following conditions are met:

- Movies/Internet streamed videos must be previewed before students viewing.
- Can be shown as part of an instructional activity.

- Referenced in the lesson plans.
- An activity must be completed while viewing a movie or video.
- Teachers need to pause throughout the viewing, to check for comprehension.

Textbooks and Instructional Materials

At the end of the school year, all school-issued textbooks and materials must be returned to the textbook clerk and all technology tools to be returned to the technology department.

- Items need to be in good condition, without damage beyond normal wear and tear.
- Teachers are responsible for maintaining a textbook list and informing the textbook clerk regarding issues that may result in fines.
- Teachers are responsible for all materials and resources checked out for them.
- Annual reconciliation of all items provided to employees is required.
- Employees are responsible for replacing any damaged or lost technology devices/tools.
- See the Principal immediately regarding concerns and /or missing items.

Instructional Planning

Teachers have **55 minutes** to plan for the following:

- Instructional preparation
- Evaluation of student work and progress
- Conduct parent-teacher conferences (as needed)
- Teachers are not allowed to leave campus during their planning time.

Parent-Teacher Communication Regarding Student Progress

The teacher shall initiate a parent-teacher conference when a student is not progressing satisfactorily. This also includes sending a progress report when a student's academic performance falls below 70%. Conferences should be scheduled during the teacher's planning period and not during instructional time.

Samples of the student work, behavior log, attendance, and grades should be available for review. Always begin a conference on a positive note and allow parents to discuss their concerns. The teacher should be prepared to work with the parents to solve student concerns. Intervention and behavioral plans can be created for students during these conferences.

*When a student is absent for **three or more consecutive days**, the teacher must submit documentation showing the parent/guardian has been contacted.*

Calculations of Student Grades

- All assignments recorded in the grade book must have the learning objectives listed.
- Report cards will be issued every **7 weeks** to students from first through eighth grade.
- Progress reports will be issued every **4 weeks** for students in 1st through 8th grade (anytime their performance falls below 70%).
- PK and Kinder will provide an appropriate report card with detailed anecdotal records regarding student progress. Different reporting cycles will be used to capture student learning every **12 weeks**.
- Progress reports for PK and Kinder will be issued every **6 weeks**.
- Teachers are required to record a minimum of **12 grades** per subject for each **6 -week** grading period (grades 1st-8th).

Posting Weekly Grades

Weekly grades must be posted by Sunday, and it will be checked by administrators on the next school day.

All grades will be assigned to the following weighted categories:

Grades

Category	Percentage (%)
Test	50
Homework	5
Classwork	40
Participation	5

The four categories and assignment weights will apply to **all courses in all subject areas**.

Determinations for final grades are calculated as follows:

- If students missed assignments due to absences, they have the right and responsibility to complete assignments, quizzes, labs, or tests. Assignments must be completed within a reasonable time, usually within **three days** of being absent. Teachers and students may agree to alternative timelines for completing assignments.

- Grades should be sufficient in number to justify the final grade for a course. For each class, teachers must assess student learning and record at least **two** grades per subject each week.
- At least one test grade must be included per week.
- Every Monday, administrators will check grades in Ascender.

2.12 Outside Employment

An employee may choose to work at an additional place of employment. APV-FFL recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employee's ability to effectively perform his or her duties.

2.13 Performance Appraisal

Each employee is required to perform the duties for the job description of the position they are assigned. Employees are also expected to perform additional duties assigned by a supervisor. Employees who do not fulfil their job duties in an acceptable manner will be subject to demotion or other disciplinary action (including termination of employment).

Professional employees are required to enforce the Texas Compulsory Education statues by taking attendance **at 9:30 a.m. each day during second period. Disciplinary action will be taken regarding attendance reported late.** Failure to comply will result in decreased funding for the school.

All school personnel are assessed by the administrative employees on a formal and informal basis. Assessments are based on the belief that all personnel can improve their performance. Our purpose of assessing is to increase:

- Quality of instruction and education
- Raise the standards of the school.
- Address accountability of job responsibilities and duties of the employee
- Identify strengths and areas for improvement of job performance.
- Improve job performance and develop professionally.

In August employees will receive the evaluation tool training used to assess their work performance.

EVALUATION	
Teachers	T-TESS: Texas Evaluation and Support System
Instructional Assistants	Paraprofessional Assessment of Knowledge and Skills
Leadership	T PESS
Administrative Employees	Alternative Assessment

2.14 Professional Development

Absences resulting from professional development activities and school related meetings are not charged against leave days accumulated. If you take a professional development leave and do not attend the training, your day will be docked.

APV-FFL is committed to the professional development of all its employees. For educators, APV-FFL provides training before the start of the school year, on-site coaching and modeling throughout the school year, day-to-day instructional leadership, and access to external workshops. APV-FFL also provides training on appropriate relationships, boundaries, and communications between educators and students, in accordance with state law. For non-instructional employees, APV-FFL provides technical training before the start of the school year and throughout the year. In addition, all employees are encouraged to pursue external professional development opportunities in the form of workshops or additional certification. Employees should talk with their supervisors about additional development opportunities and specific career paths. Supervisors must approve professional development before it is taken if time off will be required to attend the session/course.

2.15 Electronic Devices

Please refer to Employee BYOD Policy in SharePoint.

2.16 Parking

Campus parking is on a first come, first-serve basis. You must have a parking tag to park on campus. Employees will receive a parking tag at no charge. If the employee loses the parking tag, a fee of \$5 will be charged for replacement. All employees must park in reverse for safety issues. Employees may only park in designated parking spaces. Employee vehicles may not be parked in and/or extend across fire lanes, in front of fire hydrants, in visitor parking, or in handicapped spaces without a permit. Parallel parking spaces are also available. **Employees cannot park in the spaces located in the surrounding apartment complex lots; violators will be towed.** All employees must take caution when entering and leaving the school grounds. **Parking on school property is at your own risk and the school is not responsible for any damage that may occur.**

2.17 Visitors

The front Main Office will be open to visitors beginning at 8:30 a.m. There are signs posted at building entrances requesting all visitors to check in and present a valid ID at the Main Office. Visitors will need to always provide a Photo ID and wear a visitor badge for access to hallways, classrooms, etc. Visitors will be required to leave their IDs at the Main Office as they check in and will receive it back as they check out.

Teachers should not encourage visitation by outsiders during the instructional day. Children not enrolled at APV-FFL cannot be on campus. Former students cannot visit with teachers during the instructional day. Visits inside the building and after school hours require prior permission from the school administration.

An employee must always accompany all visitors while in the building.

2.18 Faculty Meetings and Teacher-Led PDs

All meetings are mandatory unless otherwise stated. Regular faculty meetings will take place on the 1st Wednesday of each month or as needed. Teacher-Led PDS and or other short meetings may be scheduled on Wednesdays. All meetings will be held from 4:00 pm.

Employees should not schedule personal meetings, conferences, appointments (including doctor's appointments) on Wednesdays.

2.19 Request for Maintenance

All employees requiring assistance with maintenance-related matters should use "SPICEWORKS" as the platform to request help.

2.20 Smoking and Tobacco Use

Amigos Por Vida is a smoke and tobacco free campus. All employees should refrain from smoking, dipping, and using e-cigarettes while on campus, including the parking lot.

2.21 Master Calendar

Fund-raising activities, field trips, auditorium programs, end of the year activities, and special events must be on the Master Calendar, maintained by the School Secretary. The School Secretary will send out weekly calendar reminders. Sponsors must confirm a date prior to planning an event. The school Master Calendar is reviewed and approved by the school Principal.

2.22 Media Release Form

The **“Media Release Form”** must be completed by parent(s) or guardian(s) and returned to the Main Office before the student(s) can be photographed, photos placed on the school website and/or released to outside sources.

Part 3. EMPLOYMENT BENEFITS

3.1 Insurance

School personnel working 30 hours per week, or more, are offered health, dental, and vision insurance options. After thirty days waiting period, they become eligible for coverage on the 1st of the following month. Currently, APV-FFL pays up to \$400 per month for medical insurance. This is done for all full-time employees and a prorated amount is paid for all part-time employees working 30-38 hours per week. If an employee elects not to enroll in the health insurance option, he or she may enroll in the dental plan and/or the vision plan which will be paid by the school, up to a maximum of \$300 per month. Insurance premiums exceeding \$380 per month, i.e., additional coverage for dependents and/or dental and vision, are the responsibility of the employee and will be paid through payroll deductions. Employees may elect to have the insurance premium deductions made on a pre-tax basis.

Employees should verify their coverage(s), especially after enrollment changes. If an employee fails to receive their insurance card in a timely manner, please notify the Human Resources Department.

3.2 COBRA – Continuation of Coverage after Separation from Employment

When an employee goes on leave, resigns, or accepts a reduction in hours of employment below 30 hours per week, that employee may continue medical, dental and/or optical coverage for up

to eighteen (18) months. An employee's spouse can have coverage up to eighteen (18) months after the death of an employee, termination of the employee, divorce, or legal separation of the employee, or when the employee becomes eligible for Medicare.

A dependent child may also continue coverage for up to eighteen (18) months when he or she ceases to be a "dependent child" under this plan. In all the above cases, the insured is responsible for the full payment of the premium plus a 2% administrative fee. **For employees not returning to Amigos Por Vida for the following school year, insurance coverage will cease on June 30th or the last day of work.**

3.3 SECTION 125 PREMIUM ONLY PLAN

The school offers a voluntary Section 125 Premium Only Plan that allows medical insurance premiums to be paid on a pre-tax basis thereby reducing taxable income to be reported to the IRS by the amount of pre-tax premiums.

Qualifying insurance premiums are defined as health, dental, and vision.

3.4 Workers Compensation

The school provides worker compensation insurance in the event an employee is injured while performing normal work-related duties. Employees must immediately report any work-related injury to an administrator. Additional information may be found in the document Injured Worker Rights and Obligation Summary found on our website under policies.

3.5 403(B) Tax Deferred Retirement Savings Plan

The school sponsors two voluntary 403(b) Plan for employees who work 30 hours or more per week. After a 90-day waiting period, employees may make pre-tax contributions through payroll deductions. Additional information can be found at the Massachusetts Mutual Life (Mass Mutual) website at www.massmutual.com or National Life Group website at www.nationallife.com. Our area managers are Claudette Ayers and Gary Nething. They can be reached at cayers@tpensions.com or gary_nething@rep403b.com respectively.

3.6 Teacher Retirement System of Texas (TRS)

Membership in the Teacher Retirement System of Texas is required for all employees working 20 or more hours per week. An employee's retirement annuity payments are based on years of service, average salary for the highest three (3) or five (5) years, and the age at retirement. If eligible employees have not already done so, they should establish a 'My TRS' account available at www.trs.state.tx.us. After your account is established, please review your account and report inaccuracies to the Human Resources Department.

The TRS website also has an informative booklet, “Teacher Retirement System of Texas”, available on-line, or free of charge, by writing to the following address.

Teacher Retirement System of Texas

1000 Red River St.

Austin, TX 78701-2698

Part 4. COMPENSATION

4.1 General Salary Information

Salaries for all employees are recommended by the Principal/CFO and approved by the School Board. The salary schedules for certified instructional positions are based on the teacher pay scale which includes a step system. Salary schedules for all other employees are in a range system. Experience and education determine the salary at which an employee enters employment. Raises may be awarded when the budget permits, however employees returning from extended unpaid leave will not be eligible for pay increases based on seniority/length of service or performance. Annual stipends are awarded to classroom teachers with a Bilingual or ESL certification.

All employees of APV-FFL are paid on the 1st and 15th day of each month or the preceding workday when the 1st or 15th falls on a weekend or holiday. It is not the policy of the school to issue salary advances.

4.2 Wage Overpayment/Underpayment

APV-FFL strives to take all reasonable steps to ensure employees receive the correct amount of pay on each paycheck, and employees are paid promptly on scheduled paydays. In the unlikely event there is a payment error, the employee needs to immediately inform the Payroll Specialist or CFO. Likewise, if an employee has been paid more than what he or she earned, the employee must also report the overpayment as soon as it is discovered.

4.3 Overtime Compensation

APV-FFL compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees are entitled to overtime compensation. Depending on APV-FFL’s work needs, employees may be requested to work overtime. The principal/supervisor must approve all overtime in advance of overtime being worked. An employee who works overtime without prior written approval may be subject to disciplinary actions, up to and including termination.

Overtime is defined as more than 40 hours in a work week.

- Our work week is from Saturday – Friday.

It does not include leave, holiday, or vacation time. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Non-exempt employees are compensated for overtime at a rate of time-and-a-half their normal rate.

4.4 Bonus/Incentive Payments

A bonus or incentive payment is an after-the-fact discretionary lump sum, non-cumulative cash award granted to one or more employees in recognition of an extraordinary contribution or meeting a pre-determined goal. This one-time payment is separate from one's base salary and is non-cumulative. Non-cumulative means the base salary is not adjusted, nor does it carry over to the next school year. To be eligible the recipient must be employed on the payment day and has not indicated the intent to resign. The employment requirement is waived for recipients who complete their contract and are retiring at the end of the school year.

4.5 Fair Labor Standards Act - Exempt vs. Non-Exempt Classification

All employees are classified as either exempt or nonexempt, according to job duties as determined by the provisions of the federal Fair Labor Standards Act ("FLSA"). Non-exempt employees are paid on an hourly basis and are covered by the overtime provisions of the FLSA and by Texas wage and hour laws. All employees are required to clock in and out as there are electronic timesheets provided for each employee to verify their hours. Altering, overstating, or falsifying time records may result in disciplinary action up to and including termination.

Exempt employees are salaried and classified based on specific tests as mandated by the FLSA. Thus, exempt status applies to the position and not the employee. Meeting these qualifications exempts designated positions from overtime provisions of the FLSA. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked. However, any full days of absence taken more than the employee's allotment/service record accumulation of sick or personal leave will result in an employee payroll deduction calculated on a pro-rated daily rate. If you leave half day Deductions for less than full-day absences may be made for exempt teaching positions.

APV-FFL 's positions are reviewed and assigned an FLSA (exempt or non-exempt) status that is maintained on a master record by the Payroll Department. An employee's exempt or non-exempt classification may be changed only upon written notification by APV-FFL, and in accordance with applicable federal law. Employees may obtain this information from the Payroll Department upon request.

Non-exempt employees include instructional assistants, administrative, and maintenance. Non-exempt employees **should not** “clock-in” prior to 5-minutes before their start time and should “clock-out” promptly at the end of their assigned time unless working **overtime which must be pre-approved** by an administrator. All **non-exempt employees should** “clock out” when leaving the campus and “clock-in” upon returning. All non-exempt employee members are required to clock-out prior to beginning any after-school duties (i.e., tutorials).

Time off during your regular hours counts against local or state leave days accrued.

Minimum of 7 hours of your regular schedule worked, excluding ½ hour for lunch: no deduction to accrued leave.

Exception: chronic absences of ½ hour or more addressed on a case-by-case basis and possibly considered in aggregate.

More than 1 hour: a charge will go against accrued leave.

4.6 School Funds

The less money spent on daily operating expenses (such as supplies, utilities, and equipment) the more money we have available to spend on salaries and other initiatives. Carefully spend school funds.

4.7 Expense Reimbursement

Expenditure must be pre-approved by the principal, immediate supervisor, or CFO. Purchases including lodging, incurred on behalf of the school, are not subject to state or local sales taxes. **Consequently, local and state sales taxes are not a reimbursable expense.** All requests for reimbursement must be made using the appropriate travel/expense/mileage forms. Professional development certificates must be submitted if the purpose is to attend a professional development conference. Forms can be found in SharePoint under the forms tab.

- Local Mileage:
Mileage Reimbursement
- Out-of-town travel:
Travel Expense Reimbursement
- Miscellaneous Expense Reimbursement
Expense Reimbursement Form

Receipt requirements are met by having the original sales receipt or internet payment confirmation printout. Credit or debit card receipts DO NOT satisfy the requirement.

4.8 Lost or Stolen Checks

If an employee's cheque becomes lost or stolen, it should be reported to the business Main Office immediately so a "stop payment" can be placed on the check. Upon confirmation of the stop payment, a new check will be issued. **In the event the original check is recovered, it should be given to the CFO as soon as possible.** Direct Deposits eliminate the possibility of a lost or stolen payroll check. Be aware paycheck **wage and earnings** statements are sent by e-mail from txeis@esc4.net for each pay period.

4.9 School Property

Any work product purchased or developed, created as a part of an employee's employment with the school, is considered property of the school. This includes supplies, materials, and instructional resources.

4.10 Requisition Process-Purchase Orders

A purchase order is required for all non-recurring purchases greater than \$100. A "Purchase Request Form" should be completed and approved, before requesting the purchase order. Ordering supplies or services for the school without prior authorization may make the person placing the order liable for payment. All purchases for the school should be shipped **directly to** the school. Shipping materials to a location other than the school is not a reimbursable cost. Where applicable, items purchased by the school must be bar-coded through the library. Prior to ordering supplies or services on behalf of the school, it is the employee's responsibility to become familiar with the process. The PURCHASE ORDER form can be found on SharePoint under FORMS:

4.11 Travel Policy

The Houston area and the State of Texas provide many opportunities for professional development and conferences. Local and in-state opportunities should be considered before requests are made for out-of-city or state travel. As with all professional development opportunities, prior approval is required and will be considered in terms of instructional impact and budgetary considerations. Expense reimbursement requests must include the appropriate professional development certificate. The TRAVEL EXPENSE POLICY can be found on SharePoint under FORMS.

4.12 Airfare

Airline reservations may be made with the school credit card and should be made early enough to take advantage of booking discounts, whenever possible. The employee is responsible for planning early enough to obtain the least expensive airfare, given acceptable travel times. If you pay with your personal credit or debit card, attach the passenger ticket or booking confirmation with proof of payment. Attach a copy of the itinerary to your travel expense reimbursement request. If you are unable to wait for reimbursement until after completion of the trip, you can submit an expense reimbursement request for the airfare, or the school credit card can be used. Airfare reimbursed prior to the trip will be recorded as an "Employee Receivable," until the trip is completed, and the expense reimbursement request is submitted.

4.13 Hotel Reservations

The employee is responsible for securing hotel reservations and guaranteeing late arrival with their personal credit or debit card. The school credit card may be used to make hotel reservations and guarantee late arrival on a case-by-case basis. **However, if the school credit card is used, you MUST PAY THE HOTEL CHARGES WITH YOUR PERSONAL CREDIT OR DEBIT CARD** and include the charges on your travel expense reimbursement request. In situations where a personal credit card or debit card cannot be used, other arrangements may be made on a case-by-case basis (15 days' notice prior to departure).

4.14 Pre-Trip Expenses

If you are charged registration or other fees prior to travel and cannot wait until the trip or training is completed, attach the supporting documentation to a "**Miscellaneous Expense Reimbursement Form**" to receive reimbursement. See the EXPENSE REIMBURSEMENT FORM found on SharePoint under FORMS.

The reimbursement will be treated as an advance until the trip has been completed. **You must include the expense(s) and receipts on your Travel Expense Statement with the notation "previously reimbursed".**

Include receipts confirming on-line payments and credit card statements. If a debit card is used, attach the bank transaction detail printout. Employees are strongly encouraged to utilize a personal credit card for settling expenses. In situations where this is not possible, other arrangements may be made on a case-by-case basis with 15 days' notice prior to departure.

4.15 Hotel

Hotel receipts are required for reimbursement. If you are unable to find the receipt, call the hotel to get a copy. Items not reimbursable are as follows: In-Room movies, alcohol, and laundry (unless staying more than one week), long distance calls, and valet parking. For travel in-state, the state employee reimbursable rate is \$110 per day, plus occupancy taxes. This means \$110 (plus occupancy taxes) is the maximum that can be charged for a grant. Call the hotel and request their 'state rate'. Booking through hotels.com, expedia.com, etc., often will not get you the lowest rate.

For travel outside of Texas, you will find out-of-state lodging rates at www.cpa.state.tx.us/finances. Select "Fiscal Management", then select "State of Texas Travel Information", then select "Out-of-State Meal and Lodging Rates". Select the location to which you will be traveling. Costs will be reimbursable up to the rates quoted for the destination city & state. Special conference room rates are acceptable, but only for the nights of the conference or event. Costs for days preceding a conference are not a reimbursable expense unless the conference has a morning registration.

4.16 Meals

Breakfast and lunch meals preceding an event or conference may not a reimbursable expense unless the event begins at midday. Dinner preceding a conference or event may-be reimbursable if the conference has a morning registration. The maximum meal reimbursement for overnight travel is \$50. In addition, the maximum for non-overnight, out-of-town travel is \$36. Itemized meal receipts are required. A receipt must identify what was purchased. Remember that credit or debit card receipts do not satisfy the receipt requirement.

- Breakfast: \$10
- Lunch: \$15
- Dinner: \$25

Submit a **Miscellaneous Expense Reimbursement** form for incidental travel expenses not addressed elsewhere. Examples are registration fees, school related phone calls, copying charges, internet charges, and postage. Also, include books or documents purchased for the seminar or conference. School supplies and books should be reported separately on a Miscellaneous Expense Reimbursement form.

4.17 Personal Autos

Reimbursement for the use of personal vehicles, for school-related travel, will be made at the rate of \$.60 per mile. The rate covers gasoline, depreciation, tire wear, etc. Actual odometer mileage

readings, Google Maps or the above Texas travel website which shows distance between TX cities, are acceptable support.

Note: For travel to destinations which are greater than 4 hours' drive time, the mileage reimbursement cannot exceed the cost of advance purchased commercial airfare, unless pre-approved by the Principal or the CFO.

4.18 Rental Cars

Rental car costs are reimbursable when flying to out-of-town destinations. A decision should be made concerning the most cost-effective means of transportation. Depending on the length of stay and the availability of hotel shuttles, it may be that taxi services and shuttles might be the most cost-effective transportation. Prior to renting, and to avoid unnecessary costs, the employee should confirm with their insurance company that collision.

damage and liability are covered for rental cars. Gasoline for the rental car is a reimbursable item, but you must return the car with a full tank of gasoline.

If a rental car is used to drive to out-of-town destinations, reimbursable days will only include the travel day to the destination through the last day of the conference or training.

4.19 Taxis or Shuttles

Travel between your home and airport via taxi, airport shuttles will be reimbursed. If you drive your personal vehicle, you will be reimbursed for parking and mileage. Necessary taxi or shuttle costs at the destination location will be reimbursed, if the employee flies to the destination and does not rent a car.

4.20 Tax Exempt Status

Whenever possible, employees should advise the vendor that Amigos Por Vida is a non-profit public school and as such is exempt from paying state and local sales taxes. APV-FFL is responsible for local hotel occupancy taxes, but not sales taxes. Please carry a copy of our **Tax-Exempt Certificate** with you when travelling. The sales tax-exempt form can be found on APV-FFL SharePoint under Forms.

Part 5. LEAVES AND ABSENCES

5.1 State/Local Leave Policy

All full-time employees are entitled to five (5) state days, and five (5) local days, ~~earning them throughout the year. Employees accrue both state and local days at a rate of ½ state and ½ local on the first of every month beginning August 1st and ending May 1st for a total of 10 days.~~

Leave days are to be used for illness, discretionary and grievance absences.

All leaves must be preapproved by the principal or the designee. Unapproved leaves and still taken will be docked.

5.2 Leave Days

Leave days will be readily available in August for all employees. If an employee resigns or is terminated prior to completion of the academic year, leave taken but not earned will be deducted from the final paycheck.

5.3 Discretionary Leave

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence.

Employees working 230 days will receive (6) Local Days and (6) State Days

Discretionary personal leave shall not be used:

- More than one day per request
- On employee professional development
- On state-mandated test days
- During the last week of school
- The day before or after a holiday
- Instructional employees (i.e., teachers, teacher aides, instructional coaches) will not be allowed to use discretionary leave days to extend holidays (including spring, summer, and winter breaks) state assessment days. An absence immediately **before and/or after a holiday will be without pay unless a doctor's note is provided**
- Non-instructional employees will be considered on a case-by-case basis

5.4 Unused State Leave Days

Unused state leave days can be transferred to other schools and districts and will carry over to next school year.

5.5 Unused Local Days

Unused local days cannot transfer but can be carried over while employed at APV-FFL. If at the end of the annual contract period, an employee has accumulated more than 20 local days, he or she may request, in writing **no later than August 5th**, to be paid. This can be paid for the excess days at the employee's daily rate, up to a maximum of \$100 per day. All local accrued days will be forfeited at the time employment ends at the school.

5.6 Local Days

Local days will be used first, if available, unless directed by policy.

Instructional employees (i.e., teachers and teacher aides) will not be allowed to use discretionary leave days to extend holidays (spring, summer, and winter breaks). An absence immediately before and/or after a holiday will be without pay unless a doctor's note is provided.

5.7 Bereavement Leave

Regular full-time employees may take three days off work for the death of a spouse, registered domestic partner, civil union relationship, child, parent, or sibling, and up to three days off work for the death of a grandparent, father in-law, mother in-law, son in-law, or daughter in-law at the discretion of the principal. Please contact the principal as soon as reasonable to request time off.

Consideration will be given under special circumstances for use of bereavement leave beyond the scope listed above. These requests must go directly to the principal for approval.

5.8 Jury Duty

Employees who are summoned to federal or state jury duty may be absent without loss of pay and without personal leave deduction. The employee must provide a copy of the court order or summons to his or her supervisor when requesting time- off. When the jury duty is completed, the employee must provide court documentation to the payroll department supporting the number of days absent. The employee is entitled to full pay for each day of jury duty, up to a maximum of ten days per year. The employee will reimburse the school for jury duty service payment received.

5.9 Professional Development or Off-Campus Duty

All employees must submit requests for professional development or off-campus duty to the appropriate Assistant Principal at least **two weeks** in advance. Submitting a request does not guarantee approval. Request's consideration is on a first come, first-served basis.

5.10 Reserve Military Duty

APV-FFL is committed to protecting the employment rights of employees serving in the uniformed services who must be absent due to military leave. Full-time employees who are members of the state military forces or are members of any federal or state reserve components of the armed forces are eligible for leave from their duties: without loss of personal leave time, efficiency rating, or salary. This applies to all days during which they are engaged in authorized training or duty ordered or authorized by the proper authority for up to fifteen (15) days in any one government fiscal year.

5.11 Family Medical Leave Act ("FMLA")

Employees of Amigos Por Vida-Friends for Life Public Charter School (APV-FFL) are eligible for up to 12 consecutive workweeks of unpaid leave during a 12-month period if you have worked at least 1,250 hours during the previous 12-month period. The 12-month period (365 days) for an employee is measured backward from the date the employee requests any leave. If an employee returns to work prior to completing the requested weeks, he or she will forfeit the remaining weeks requested. Ex. An employee who requested 12 weeks but returns after 6 weeks, would forfeit the remaining 6 weeks.

Reasons for Leave

Leave may be requested for any of the following reasons:

- 1) To care for a child born to or placed with you for adoption or foster care.
- 2) To care for a spouse, child, or parent (covered family member*) with a serious health condition.
- 3) Because of your own serious health condition.

FMLA Limitations

Leave must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the organization who frequent leave to care for an ill parent may only take a combined aggregate total of 12 weeks leave during any 12-month period. Employees will not be granted FMLA leave to gain employment or work elsewhere, including self-employment. Employees who misrepresent facts in order to be granted FMLA leave are subject to immediate termination.

Leave is Unpaid

Family medical leave is generally unpaid leave. Employees requesting leave for their own serious health condition, or because of a birth, adoption, or foster care placement of a child, who have accrued personal leave time will be required to use their paid leave prior to the beginning of unpaid FMLA leave. When employees request leave because of this, any accrued paid vacation, personal leave, and sick leave must first be substituted and used for any unpaid family medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week period.

Notice of Leave

When the need for family/medical leave is foreseeable, an employee must give the organization at least 30 days' prior written notice. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the organization as soon as practical, generally within one or two business days of learning of the need for leave. APV-FFL has request for family/medical leave forms available in the Business Office.

Medical Certification

When employees are requesting leave because of a personal or covered family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be given within 15 days after it is requested, or as soon as it is reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. In its discretion and at its own expense, APV-FFL may require a second medical opinion, and if the first and second opinion differ, a third medical opinion. The third opinion will be provided by a health care provider approved jointly by the employee and APV-FFL and will be binding. APV-FFL may also require recertification periodically during the leave, and the employee is required to present a fitness-for-duty certificate upon returning to work following a leave for personal illness.

Medical and Other Benefits

During the leave, APV-FFL will maintain employee health benefits the same as if the employee had continued working. When paid leave is substituted for unpaid family/medical leave, APV-FFL will deduct the employee portion of the health plan premium as a regular payroll deduction. When the leave is unpaid, the employee must make arrangements with the Business Office to pay a portion of the monthly premium. Group health coverage may be terminated if the premium payments are more than 30 days late, providing the employee receives 15 days written notice, prior to terminating benefits. Additionally, if employees fail to return from leave, the organization may require repayment of any premium that was paid for maintaining health coverage, unless the employee does not return because of a continuing or recurring serious health condition, or because of other circumstances beyond the employee's control. Employees are not entitled to other benefits or seniority accrual during the leave.

Returning from Leave

Any employee taking a leave under this policy is generally entitled to return to the same position or to an equivalent position with equal benefits, pay and/or other terms and conditions of employment.

Reporting While on Leave

APV-FFL will require employees to report periodically during the FMLA leave on their status and intent to return to work.

Intermittent and Reduced-Schedule Leave

Leave because of a serious health condition may be taken intermittently or on a reduced leave schedule if medically necessary. If leave is unpaid, APV-FFL will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced-schedule leave, APV-FFL may temporarily transfer you to an available alternative position that better accommodates an employee's recurring leave, and which has equivalent pay and benefits. The application of this policy, and the procedures set forth herein, will be determined and may be modified in accordance with changes in applicable Department of Labor regulations and legal precedent.

5.12 Parental Leave

Parental Leave for childbirth or adoption is available to both parents up to a total of 12 weeks per year. For example: one parent for up to 12 weeks or if both parents are APV-FFL employees, a combined total of 12 weeks. Parental leave must be taken within 12 months of the birth or placement of the child. Before qualifying for Parental Leave, all local and state leave days will be exhausted. An employee shall not earn local or state leave days, while using unpaid extended leave such as Parental Leave.

5.13 Pregnancy/Maternity/Absences

Employees may continue to work if they can safely perform their work and are not restricted by their physician. Absences related to childbirth will be available as follows:

- After natural childbirth, new mothers are eligible to take 6-weeks.
- After C-section childbirth, new mothers are eligible to take 8-weeks.

Regardless of the length of absence, a doctor's release to return to work will be required. If the employee has local and/or state leave days available, all leave will first be exhausted, before going on unpaid leave status or qualifying for FMLA.

5.14 Attendance and Absences

Punctual and regular attendance is an essential responsibility of each employee of Amigos Por Vida. Employees must remain at work for their entire work schedule.

If an employee knows in advance that he or she will be absent, they must submit a leave request to leave@amigosporvida.com no later than five days prior to the request. In addition, a leave request is required for all late arrivals and early leaves. Employees must submit a leave request in the following manner:

- Create e-mail
- In the subject line write:
 - Person requesting day/hours
 - **OC** = Off-Campus or **PD** = Professional Development
 - Dates/Hours

Examples:

For a portion of the day:

Janet Cervantes OC (08/25/2020 7:30AM-12PM)

For a full day:

Janet Cervantes OC (08/25/2020)

- If necessary, give any clarifying info in the body of your message.
- Send an e-mail to leave@amigosporvida.com

The secretary will direct all requests to the appropriate administrator. Employees will be notified regarding the approval status of their request via calendar invite. Failure to secure approval for an absence may result in time-off charged without pay. In the case of an emergency, an employee must call Ms. Mukerji by 6:30 a.m. Absences before or after a holiday are not permitted (see the principal for special situations).

The employee must have permission from the Principal or Assistant Principal in case of an emergency.

5.15 Illness

If an employee has a continuous absence for personal illness for two (2) or more days, the employee's physician must sign a release to return to work form. **Employees who are absent without giving a reasonable explanation and fail to complete a PLRF may be subject to disciplinary action up to and including termination.**

TELAMEDICINE DOCUMENTATION DOES NOT MEET THE REQUIREMENT OF THE PHYSICIAN RETURN TO WORK EXCUSE.

5.16 Returning to School after an Absence

Upon returning to school, it is the employee's responsibility to submit a **Leave Request** e-mail. The employee's physician must sign a release form to return to work if there is an absence due to personal illness for 2 or more days.

5.17 Request for Substitute

When you plan to be absent, please notify Ms. Mukerji so she can decide who will cover your class.

5.18 Administrative Intervention for Failure to Comply

First Time: Verbal warning

Second Time: E-mail warning

Third Time: Written employee warning

Fourth Time: Memorandum

5.19 Planning Period

Teachers cannot use their planning period to leave campus for personal business. The conference/planning period is a time provided for planning, grading, and parent conferences. Teachers may not leave campus during this time. Teachers must drop off and pick up students on time from their respective ancillary classes.

Part 6. SCHOOL OPERATIONS AND PROCEDURES

6.1 Employment Policies

The Principal/Superintendent is responsible for recruitment, staffing, and employee relations for all school personnel. All applications for employment will be directed to the Human Resources Department.

6.2 General Start/End Time

- **Main Office Hours** 7:30 a.m. to 4:00 p.m.
- **School Day Hours:** 8:00 a.m. to 3:30 p.m. (all grade levels)
- **Certified Personnel:** 7:30 a.m. to 4:00 p.m.
- **Non-Certified Personnel:** Dependent upon assignment

6.3 School Calendar

Each year, APV-FFL will issue a school calendar approved by the school board. The calendar indicates the beginning and ending dates of each semester and approved holidays.

6.4 Clock-In and Clock-Out Procedures

Teachers must clock in by **7:30 a.m.** and clock out at **4:00 p.m.** or later. The clock-in kiosk is in the front Main Office hallway **and 2nd Floor lounge**

ALL employees must clock-in and clock-out at the designated computer(s). Failure to clock-in may result in an absence. Clocking in or out for another person is a violation of school policy, subject to disciplinary action and/or termination. You will **not** be counted present until you clock-in. All employees must clock-out when leaving campus during the school day for non-APV-FFL activities and clock-in upon returning to school. Non-APV-FFL activities include eating lunch, running errands, transporting children to or from day care, etc. All employees need to clock-out at the end of their assigned schedule.

6.5 Mailboxes

Employee mailboxes are in the main hallway next to the back door of the front Main Office. Check your mailboxes **daily**. Students **cannot** check any teacher's mailbox. In case of emergency, a designated TA will deliver the items to your classroom. **There will be a \$10 fee to replace the mailbox key.**

6.6 Identification

Identification badges will be issued to all employees, volunteers, and visitors. **All employees must always wear their identification badges and must be visible to all.** There will be a **\$10.00 fee to replace an ID badge when lost.**

6.7 Safety & Security -Access cards & Keys

All employees will get an access card for all exterior doors. Classroom teachers will be issued keys to their rooms.

Please do not allow unauthorized personnel (including students) to use your school keys and or access card. At the end of the school year, you must return all keys and the access card issued to you. Employees cannot duplicate keys without the written permission of the principal. There will be a fee of \$ 10 to replace a lost access card and a \$10 fee to replace a lost key.

Before clocking out, teachers are required to lock their classroom door. Custodians will be responsible for locking all classroom doors after completing their cleaning duties.

6.8 E-Mail and Correspondence

Before the instructional day begins, during planning or lunch, and before leaving the campus, all employees should check their e-mails and/or TEAMS messages to avoid missing critical information. Due to confidentiality purposes, when mentioning a student in an e-mail correspondence, please use first and last name initials (not the student's full name). All e-mail and/or TEAMS messages are subject to monitoring by campus administration. Communication must be always professional. Main communication for employees and all stakeholders will be virtual if you fail to comply with communication protocols it will lead to administrative consequences.

Part 7. EMPLOYEE CONDUCT AND WELFARE

7.1 Student Handbook/Code of Conduct

During *Meet the Teacher*, *Open House*, on the first day of school, and parent-teacher conferences, teachers should review the Student Handbook and the Code of Student Conduct with their students and parents. [Student Code of Conduct](#)

7.2 Code of Civility

Our expectations for interactions between all members of the school community are:

- Cooperate with one another.
- Be responsible for our words and actions.

- Be respectful.
- All employees are expected to work together in a cooperative spirit to serve the best interests of APV-FFL and to be courteous to students, one another, and the public.

Employees are expected to observe the following standards of conduct:

- Express concerns, complaints, or criticism through appropriate channels and the chain of command.
- Know and comply with department and school policies and procedures.
- Maintain confidentiality in all matters relating to students and coworkers, as required by applicable law.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Recognize and respect the rights of students, parents, other employees, and members of the community.
- APV-FFL staff members are responsible for creating an environment that ensures respect for other employees, parents, and students' views and opinions. With that said, any political, religious, or sexual orientation will NOT be discussed or displayed during work times in all school areas.
- Report to work according to the assigned schedule.
- Use APV-FFL time, funds, and property for authorized APV-FFL business and activities only.

Employees who fail to support our goals and/or our code of civility will:

- Receive notice of concern.
- Meet formally with the principal to discuss their issues.

Excessive documented incidents of failure to abide by our goals and code will be reflected in the employee's evaluation and shall be considered grounds for disciplinary action, up to and including termination.

7.3 Drug-Free Workplace Requirements

APV-FFL intends to provide a safe and drug-free work environment for our students and employees. With this goal in mind, we have established the following policy for existing and future employees of APV-FFL.

APV-FFL explicitly prohibits:

- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on premises or while attending an APV-FFL sponsored or school-related activity.

- Being impaired or under the influence of legal or illegal drugs or alcohol away from school property, if such impairment or influence adversely affects the employee’s work performance, the safety of the employee or of others, or puts at risk APV-FFL reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from APV-FFL property, if such activity or involvement adversely affects the employee’s work performance, the safety of the employee or others, or puts APV-FFL’s reputation at risk.
- The presence of any detectable number of prohibited substances in the employee’s system while at work, on APV-FFL property, or while attending a school-sponsored or school-related activity. “Prohibited substances” include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

All reports by APV-FFL regarding drug or alcohol testing results shall be kept strictly confidential but may be used as the basis for disciplinary action or other action regarding employment status.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

7.4 Parent/Teacher Conferences and Communications

Teachers are to contact a parent or guardian and arrange a conference date/time when notified of a conference request. The same day or within 24 hours the message/e-mail is received, every effort should be made to return the call to the parent/guardian. Upon request, an administrator will make every effort to attend parent conferences.

Parent conferences protocol is as follows:

- Parent meets with the teacher.
- When meeting with a parent, ensure you don’t meet with them alone.
- If the teacher is not able to resolve the issue, then the parent meets with the Assistant Principal.
- If the Assistant Principal is not able to resolve the issue, then the parent meets with the principal.

7.5 Professional Learning Communities (PLC) Meetings

Grade-levels will meet with their professional learning community **once a week** during the common planning period. Meetings will focus on student's data and instruction (teaching and learning). Attendance is mandatory and you must arrive on time. **T-TESS** binders should be taken to the PLC meetings to discuss/review student progress and use this information to plan more effectively.

7.6 Anti-Harassment

The APV-FFL is committed to creating and maintaining a work environment free from all forms of unlawful harassment. Harassment can take many forms and may be (not limited to) words, signs, jokes, pranks, intimidation, physical contact, or violence. Employees are prohibited from engaging in harassment based on race, gender, religion, national origin, disability, age, genetic information, veteran status, sexual harassment, and any other protected class.

Other examples of the harassment are verbal (e.g., derogatory comment), physical (e.g., assault), or visual (e.g., internet materials). Sexual harassment does not have to be of a sexual *nature*; however, it can include offensive remarks about a person's gender. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of APV-FFL.

7.7 Reporting Discrimination and/or Harassment

This section applies to both incidents of harassment and discrimination. All school employees are responsible for keeping their work environment free of both incidents. Any incidents of harassment or discrimination should be reported immediately to the Human Resource Manager or the Principal. Employees should not assume witnesses will know the conduct is unwelcome. Nor should an employee ever assume a witness will report an unwelcome incident. Informing the harasser regarding their actions is not considered a report of harassment. The harasser may not report the incident to the Human Resource or the Principal.

Any employee found to have harassed a fellow employee, subordinate, or student will be subject to severe disciplinary action. Discipline actions included are reassignment, suspension without pay, and/or discharge. To ensure an unwelcome incident is properly and appropriately addressed, see complete procedures in our Policies 0 Harassment Reporting document found on our website.

7.8 Bullying and Other Types of Harassment Policy

The school encourages all students and employees to foster a climate of mutual respect for others to enhance the district's educational purpose and the program designed to achieve that purpose.

Each student is expected to respect the rights and privileges of other students, teachers, and district employee members.

Students shall not engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, political affiliation, sexual orientation, gender identity and/or gender expression, directed toward another student. A substantiated charge of harassment against a student shall result in disciplinary action.

The term “harassment” includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written graphic, or physical conduct relating to an individual’s race, color, religion, national origin, or disability that creates an intimidating, hostile, or offensive educational environment. The term also includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety.

Reporting of Bullying

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the district’s ability to investigate and address prohibited conduct.

Bullying, meaning engaging in written or verbal expression, expression through electronic means at any time of the day, or physical conduct that occurs on school property, at a school-sponsored, or school-related activity, or in a vehicle operated by the district.

Bullying that:

- Affects or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property.
It is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct.

Interferes with a student’s education or substantially disrupts the operation of a school by:

- Engaging in threats or other acts of intimidation that interfere with another student’s desire or willingness to participate in the educational process.
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person because of that person’s race, color, religion, national origin,

disability, physical/ personal appearance, sexual orientation, and gender identity and/or gender expression.

Cyberbullying

Cyberbullying at or away from campus, which is defined as the use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on websites or forums to embarrass or harass; posing as another student to publish material in his or her name that defames or ridicules him or her; send threatening and harassing text, instant messages, or e-mails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.

Assault

Engaging in assault not involving bodily injury, which is defined as intentionally or knowingly threatening another with imminent bodily injury (Section 22.01(a)(2), Penal Code). To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, Principal, or another district employee. Any district employee who suspects or receives notice that a student or a group of students has or may have experienced bullying shall immediately notify the principal or designee.

Procedures for Investigation of Bullying

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct, including dating violence and harassment or discrimination based on race, color, religion, gender; if so, the district shall proceed under the policy. If the allegations could constitute prohibited conduct and bullying, the investigation under shall include a determination on each type of behavior.

- The Principal/Superintendent or designee shall conduct an appropriate investigation based on the allegations in the report.
- The Principal/Superintendent or designee shall promptly take interim action calculated to prevent bullying during an investigation, if appropriate.
- In the absence of extenuating circumstances, the investigation should be completed within ten district business days from the date of the initial report alleging bullying; however, the

Principal/Superintendent or designee shall take additional time if necessary to complete a thorough investigation.

- The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the principal or designee.
- If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
- If the results of an investigation indicate that bullying occurred, the district shall promptly respond by taking appropriate disciplinary action in accordance with the district's Code of Student Conduct and Parent Handbook and may take corrective action reasonably calculated to address the conduct.
- A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
- The discipline of a student with a disability is subject to applicable state and federal law in addition to the Code of Student Conduct and Parent Handbook.
- A request for a transfer based on bullying shall be referred to the principal.
- The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
- If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the district may take action by the Code of Student Conduct and Parent Handbook or any other appropriate corrective action.
- To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
- A student who is dissatisfied with the outcome of the investigation may appeal through the School Board.

Transfer of Students Who Have Engaged in Bullying

Students who engage in bullying may be transferred to another classroom on the campus to which the victim was assigned at the time the bullying occurred or a campus in the district other than the campus to which the victim was assigned at the time of the bullying. If another campus is not available, the student will be informed about the home school as well as other area charter schools. Students with disabilities may only be transferred in accordance with the discipline procedures applicable to students with disabilities, as specified in Tex. Educ. Code, Sec. 37.004.

7.9 HIPPA

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) established rules for protecting individual Personal Health Information (“PHI”). HIPAA provides individuals certain rights regarding their PHI and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of federal law.

7.10 Confidential Information

Confidential information is any information regarding APV-FFL and its employees, students, and agents that is not known generally to the public. For example, student lists, student cumulative files, student health files, student Individual Education Plans, personnel files, computer records, financial and marketing data, and research plans are considered confidential in nature. In addition, in the case of student information, federal law provides that information may not be disseminated except under certain limited conditions. Employees who obtain access to such confidential information as part of their employment are expected to maintain the confidentiality of information to the extent required by law and applicable policy. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature that is obtained during employment. This does not include disclosure of otherwise confidential business information or trade secrets in accordance with the Texas Public Information Act or other applicable federal or state law.

7.11 Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the school principal or designee a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the APV-FFL to amend a record that they believe is inaccurate or misleading. They should write to the school principal or designee; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the open public charter school decides not to amend the record as requested by the parent or eligible student, the open public school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding

the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support employee member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the open public charter school discloses education records without the consent of officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

7.12 Nepotism

It is the policy of APV-FFL to prevent conflicts of interest and appearances of favoritism from the appointment, reappointment, and/or supervision of an employee by a close relative. The exercise of authority or responsibility regarding appointment, reappointment, promotion, managing performance, work assignments, salary administration, termination or any other terms and conditions of employment.

- The parent, stepparent, grandparent, child, stepchild, brother or sister, aunt, uncle, cousin, spouse, grandchild, nephew, niece, great grandparent, or great grandchild of an employee and the spouse of the employee's sister or brother.
- Any spouse's relatives in the same degree as those previously mentioned, except for a great grandparent or a great grandchild.

7.13 Immorality

"Immorality" is a conduct the school determines is contrary to acceptable moral standards. Examples are theft, dishonesty, forgery, indecency with a minor, prostitution, etc. This may include school-related functions, and off-campus conduct that may affect the reputation of the school. An employee should never compromise their ability to serve as a positive role model to students.

7.14 Alcohol Possession

Using or 'being under the influence' of alcohol on school property is prohibited. Employees will not be allowed to perform job functions when their ability is adversely affected by alcohol or when behavior and appearance are characteristics of alcohol misuse.

7.15 Controlled Substances

Possession, use, or 'being under the influence' of drugs or narcotics (as defined in the Texas Controlled Substances Act) by an employee (on school property, while working on assigned duties, or off campus) is strictly prohibited. A licensed physician who prescribes a drug or narcotic for medical purposes will be allowed.

Employees taking prescribed medications that impair one's performance must provide the principal with documentation from the licensed physician that validates and explains the side effects. It is the policy of the school to provide a drug-free workplace and positive role models for students. **Employees may be subject to random drug testing throughout the year.**

7.16 Substance Abuse Policy

APV-FFL is committed to providing a safe and productive workplace for its employees and students. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established for all APV-FFL employees:

- The unlawful manufacture, distribution, possession, sale, use, or purchase of controlled substances of abuse on APV-FFL property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on APV-FFL property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.
- Use of tobacco, including E-cigarettes and smokeless tobacco, or alcohol at school related or sanctioned activities, on or off school property, is prohibited.
- Employees will immediately notify the CFO/Principal of any conviction based on a drug-related violation that occurred in the workplace.
- Upon receiving notification of a drug statute conviction occurring in the workplace, the HR director will notify applicable relevant federal granting agencies of the conviction.

Please note the following definitions as they relate to Substance Abuse:

Abuse of Controlled Substance:

Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug:

Any chemical substance that produces physical, mental, emotional, or behavioral change.

Drug Paraphernalia:

Equipment, product, accessory, or material that is modified for making, using, or concealing drugs, typically for recreational purposes.

Illegal Drugs:

- Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale, manufacture, or storage is illegal.
- Any drug, including – but not limited to – a prescription drug, is used for any reason other than that prescribed by a physician.
- Inhalants are used illegally.

Under the Influence:

A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the APV-FFL policy on drugs. If a violation occurs an employee may be subject to disciplinary action, up to and including immediate termination.

7.17 Weapons

A. "Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

B. "Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly"

7.18 Corporal Punishment

APV-FFL policy prohibits any form of corporal punishment including students standing up for an extended period of time.

7.19 Lost and Found

Any sweaters/jackets found in the classroom should remain in the classroom. Any sweaters/jacket found outside of the classroom should be taken to the nurse's office.

Any toys or items teachers take from students should be returned at the end of the day to the student or to the parent. Any item brought to the front office will be discarded.

Phones collected should be kept under lock and key or given to the appropriate supervisor.

7.20 Special Events

Please check the master calendar on SharePoint and then contact the receptionist to add the special event to the weekly newsletter. If you need to reserve an area to conduct an event, please make sure to reserve it ahead of time. Contact the following employee to reserve the cafeteria or library:

- Cafeteria Manager
- Librarian

7.21 Class Celebrations

Teachers need to inform the appropriate administrator regarding all class celebrations. Teachers must obtain administrative approval for all celebrations not listed:

- Birthday celebrations should only take place on Friday's from 2:45 p.m. – 3:15 p.m.
- Only 2 semester celebrations (before the winter break and the last day of school).

7.22 Lunch Cafeteria Procedures

Student safety is a priority at APV-FFL. During lunch students will be supervised by employees. Employee members will actively monitor students and ensure the cafeteria is a safe environment. Employees need to:

- Arrive and pick-up on time (use an atomic clock to ensure punctual arrival).
- Walk to the pick-up area and take their students.

7.23 911

All school phones are equipped with the 911 safety feature. Please do not allow students to use the phone without proper supervision.

7.24 Doors

When exiting exterior doors, please check to make sure they are closed and locked. Doors should never be propped open. If you notice any issues or malfunctions with the doors, please report it to the Main Office.

7.25 Restrictions Concerning Tutoring Students

Employee members are not permitted to use the school building for conducting private lessons or tutoring for pay.

7.26 Employee Dress Code & Personal Grooming

APV-FFL strives to maintain an educational environment that functions well and is free from unnecessary distractions. As part of that effort, APV-FFL requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. APV-FFL employees are expected to set a good example for students and should not allow themselves to become careless in their grooming and attire.

Dress Code:

- Monday - Professional dress day
- Tuesday and Thursday - Business casual
- Wednesday - College Polo
- Friday – APV Polo with jeans

Business Casual Dress for Women:

- Skirt (below knee, even when sitting down)
- Casual dress (below knee, even when sitting down)
- Slacks (khaki, twill, or cotton)
- Blouses
- Blazer
- Heels or flats

Business Casual Dress for Men:

- Pressed, collared, long-sleeve shirt with or without tie
- Sportscoats
- Polo
- Dress slacks, socks, belt, and shoes

Women

- Dress pants, cropped pants (needs to be 2-3" above ankle), Capri pants, loosely fitted on the leg, and no shorter than mid-calf are permissible.
- Sweatpants, wind pants, warm-ups, leggings, cargo style, low-rise, spandex, or similar tight pants are not permitted.
- Clothing should fit appropriately and should not be too loose or too tight. Clothing should be neatly ironed.
- The length of skirts, split skirts, and dresses must be below the knee even when sitting down, and allow one to walk, stoop, kneel and sit with modesty.
- Blouses, sweaters, and shirts must cover the midriff and lower back, including while reaching or bending.

- Sleeveless, halters, bare backs, tank tops, spaghetti straps, muscle shirts, see-through garments, revealing, or provocative necklines are not permitted.
- Undergarments must not be visible.
- Low cut clothing is not permitted. No cleavage should be visible.

Men

- Business casual shirts and pants will be worn.
- Cargo pants and baggy pants are not acceptable.
- Clothing should be neatly ironed.
- Facial hair (beard, mustache, or goatee) must be well groomed.
- Hair length must not be longer than ear length. Hair fasteners are not allowed.

All employees

- Grooming and personal hygiene should always be at its best. Clothing should be pressed and smoke free.
- Hair must be clean and always worn away from the face.
- Jewelry should be worn tastefully and kept to a minimum.
- Tattoos will be always covered.
- 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, unless for religious or cultural reason.
- Professional footwear does not include flip flops, slippers, shower shoes, house shoes, or “Crocs.”
- Appropriate athletic attire is permitted **ONLY** for the PE coaches.
- Jeans will be allowed to be worn on professional development days and any other day the principal allows them.

7.27 Copy Room

Teachers will have a printing limit to the grade level printer. Please be ethical in following this rule. Administrator approval is required prior to any printing request. You may request copies by filling in and submitting a request form or sending it via e-mail. The copies will be made no later than 24 hours from the day you requested. Submit legible/clear master copies with no staples or tape.

Employee members are expected to adhere to copyright laws and are personally liable for any copyright violations.

7.28 Additional Materials

If you need additional supplies (i.e., markers, scissors, tape, etc.), please fill out the supply request form found in the teacher's workroom. If there is something you need that is not in our supply room, ask the Assistant Principal if it can be ordered.

7.29 Lamination

All lamination work will be done on Fridays. The teacher's request must be in by Thursday.

7.30 Supply Request

Supply requests must be done on Mondays by noon, and they will be filled in by Tuesdays.

7.31 Instructional Resources

Instructional non-web based, and web-based resources used at APV-FFL are as follows:

- DMAC
- Think-up Reading, Math, and Science
- State adopted textbooks.
- Student workbooks
- LEAD4WARD field guides
- Starfall
- STAAR Test Maker
- BrainPOP, etc.
- Study Island
- RAZ PLUS
- EDUSMART
- TEKSguide.org
- SIRIUS

7.32 Student Arrival and Dismissal Procedures

APV-FFL is committed to providing a safe and enjoyable learning environment. The information provided highlights policies and procedures that will maximize safety for students as they arrive and leave daily from school.

- School hours are from **8:00 a.m. to 3:30 p.m.**
- If a student comes to school at **8:05 a.m.**, they are tardy.

- Breakfast - served in the cafeteria from **7:15 a.m. to 7:45 a.m.**
- Students arriving after **8:05 a.m.** are tardy and must enter through the front door to obtain a tardy pass.
- Dismissal will be at **3:30 p.m.** and parents must pick up their children on time.
- Late pick-up will result in a \$5 charge every 15 minutes.
- Late fees apply per student (not per family).

We recognize the importance of the school and community working together and request you read this information carefully and follow these policies and procedures with fidelity.

7.33 Morning Arrival

- Students may enter the cafeteria at **7:15 a.m.** There will be no employee members on duty before 7:15 a.m. to supervise students.
- Parents who arrive earlier must remain with their child and/or children.
- All students will use the cafeteria door to enter the building.
- Students should exit their parent's vehicle from the passenger side only.
- Parents must remain in their vehicle and leave quickly when student(s) exit.
- There is only 1-car rider line and students should never exit a vehicle in the parking area to walk through the traffic without parental supervision.
- Students will not be able to enter the school using the main entrance, unless accompanied by a parent.
- Parents must be sure to sign in at the Main Office and obtain a visitor's badge if a parent/teacher conference is scheduled.
- After eating breakfast, students report to their designated areas as mentioned below:
 - 6th and 8th grade – Library
 - 4th and 5th grades – Music Room
 - PK – 3rd grades – Cafeteria
- Students dismissed from their areas at **7:45 a.m.**
- Students need to be in the classrooms and ready to start their instructional day by **7:50 a.m.**

7.34 After School Dismissal

- To maximize instructional time and maintain an orderly school environment, students cannot be checked out by parents between **2:45 p.m. and 3:30 p.m.**
- Parents who pick-up their child(ren) must stand in line outside the building on the sidewalk near the Main Office/conference room.

- Car riders will be picked up in 2 designated areas (the cafeteria on rainy days and from the back of the library on non-rainy days).
- Parents picking up students in a vehicle will have a sign with the student(s) name. Signs must be visible on the dashboard.
- All parents must display appropriate sign, or their child(ren) will not be released.
- Students cannot go home with individuals not on the authorized list.

7.35 Student Attendance Policy

Students must be physically in their class to be considered present, unless they are participating in a field trip, or another school activity approved by the principal. Taking and recording student attendance is the teacher's responsibility.

The teacher is responsible for taking:

- Attendance at 9:30 a.m. (Period 2)
- Accurate daily attendance is a must during the 2nd Period.
- Ancillary teachers will take attendance for Middle School during their respective periods.
- Inform the PEIMS regarding students who have been absent 3 or more days.
- Ensure opportunities are provided for students to do make-up work for the days they are absent.

If you experience a computer hardware or software problem preventing timely reporting of attendance, you are to immediately notify the PEIMS Coordinator, who will provide an attendance sheet that will be manually completed. A trusted student must be sent to the Front Office to pick up the attendance sheet. All manual attendance sheets need to be hand-delivered to the PEIMS Coordinator by 9:30 a.m.

The first 3 days of the school year attendance will be taken on paper roster (training will be provided during preservice week in August).

Teachers who repeatedly fail to take and record attendance as directed will be subject to disciplinary action.

7.36 Student Dress Code Policy

Students are expected to always follow dress-code policy. Teachers must monitor students following dress code daily. If the student is wearing inappropriate accessories, the homeroom teacher may collect the items and submit them to the administrator. The name of the student and homeroom teacher should be recorded along with the items collected. Student dress code will be monitored at the arrival points and at the office by designated persons. Teachers who

service the student throughout the day need to ensure the student is following the dress code policy. ([“Student Code of Conduct”](#))

7.37 Supervision of Students

Teachers are responsible for the supervision of their students at all times. Should you need to leave your room in an emergency, please notify a neighboring teacher to provide coverage for your class. Under no circumstances should a student be left in charge of a class. Students are never to be left unsupervised. Teachers are required to stand at their doors at the beginning (arrival) and end (dismissal) of each school day. These procedures are necessary to maintain the safety of our students. If there is an emergency, an administrator must be notified immediately. If students are left unsupervised by any employee member, the employee member will be held accountable for the infraction.

7.38 Student Tardy Policy

Students arriving late to school will receive a tardy pass from the Front Office. Upon their arrival to class, they must give their teacher the tardy pass for documentation purposes. After **five** tardies, the receptionist and/or PEIMS coordinator will notify parents.

For five or more tardiness per six weeks students will lose their perfect attendance certificate and reward. Administrators will decide on the consequences for chronic tardiness.

7.39 Sending Students to the Administrator

Teachers should send discipline reports to the appropriate Assistant Principal. Supporting documentation of previous teacher interventions and parent conferences will be **required** to take the appropriate disciplinary action. Teachers needing immediate assistance should call the administrator and send a dependable student messenger. **Campus security should not be contacted.** Security can be called in cases where the safety of the teacher or students is in jeopardy.

Students Should Not Be Placed in the Halls as a Disciplinary Consequence. Instead, teachers are encouraged to buddy-up with another teacher to find a **temporary** placement for the disruptive student. The student must be escorted by another trustworthy classmate.

The following are the immediate steps taken by the administrator.

- Lunch (with the teacher), Ancillary, or After School Detention (with administrator)
- In School Suspension

- Out of School Suspension (*only for Level III offenses*)

7.40 Student Leaving School Early

Students leaving before the end of the school day must sign out through the Main Office. The Main Office will maintain a daily “sign-in” and “sign-out” sheet for students departing school before the end of their scheduled time. The Main Office will keep all notes or authorizations for students leaving school early. Students will not be allowed to leave after 2:30 p.m.

7.41 Excessive Student Early Leaves

After five early leaves in a 6-week period, a formal meeting with parent/guardian must take place. Students will lose perfect attendance certificate and award.

7.42 Student Excuse Notes

The student returning to school from being absent must submit a note written by a parent/guardian. Included in this note should be the reason for the absence(s) and the parent/guardian contact number. Excuse notes for absences must be submitted within **three days** after a student return to school.

7.43 Student Suspended from School

When a student is suspended from school, missed days will be considered unexcused absences. During the days of suspension, the student will be required to make-up all work missed. All work must be made up within five school days of returning to school from suspension.

7.44 Medical Appointments

If a student is absent (for a portion of the day) for a healthcare appointment, the absence is erased, and the student can make-up work. The student must bring a note from the healthcare provider.

7.45 Communicating with the Media

Schools are not required to allow media access to a building during an emergency or any other time. Remember to refer all visitors to the office for assistance. Ask the employees to alert the school director if a reporter is in the building without permission. Building administrators have the authority to allow or deny entry into a school building.

How we handle the media has or can have a profound impact on how families and the community view our school.

During an emergency, to keep the public informed, control rumors, and disseminate accurate information in a timely manner while maintaining the educational process and the students' privacy.

The Superintendent or designee will consider the following suggestions:

1. Protect and enhance the school's credibility by establishing our administrators as the best source of information on the crisis.

2. Prepare basic facts truthfully, clearly, and concisely through an email.

- Do not identify students by name
- Facts should include who, what, when, where, why, and how.
- The same facts must be used consistently with all media.
- Designate an area near the emergency operations center for the media set-up and develop a briefing area, schedule briefs, and attend to them accordingly.
- Establish procedures to guide the media. Enforce, as needed, the media's entrance to facilities. As a rule, no student or employee will be photographed with the School Director's permission.

3. Reporters are under constant deadlines, but no deadline is so important that it is worth making an inaccurate statement. A media deadline should not influence your preparation of accurate facts, whatever the circumstances.

4. Establish and maintain a media log with whom you have spoken, and the statement given.

What you need to know:

Photos: Photographs published in a school yearbook are public information. Schools may give or loan a yearbook to someone from the media, or schools may allow a reporter to take a photo of a yearbook photo. If a school does not publish student photos in any form, student photos are private and may not be distributed to the media. Refer reporters to the student's parent/guardian for photographs or permission.

Public Information: The following information about students is public information:

Student's name, gender, grade level, dates of enrollment, participation in officially recognized activities, awards received, the most recent educational agency or institution attended, and photographs used in yearbooks or school publications. All other information (e.g., address, phone number) is considered private and may not be given out without a written release from parent, guardian, or student of legal age.

7.46 Religious Holidays

In accordance with the Texas Education Code, students shall be excused from attending school for the purpose of observing religious holidays (when it is a belief of their faith). Excused days or travel shall be limited to (not more than one day of travel to and from) the site where the student will observe the holy days. Such students shall be counted in attendance for the Foundation School Program (state funding) purposes. The school will provide make-up work for students who have been excused. Students will be given a reasonable amount of time to complete make-up work. If the completed work is of satisfactory quality, the student's days of absence shall be considered as days of attendance for compulsory attendance purposes.

7.47 Building Maintenance

It is expected that all employees will exercise care and vigilance regarding school maintenance.

7.48 Floors & Stairs

- Carpet - Inform the custodial employees of spills and stains immediately.
- Floors - Make sure floors are free of debris that could permanently cause damage or spills that could result in physical harm to someone. Floors must be free of debris.
- Staircase - Use handrails when going up and down the stairs. **If carrying items requiring both hands, please use the elevator.**

7.49 Food and Beverage

In general, food is not permitted in classrooms. Classroom parties and /or special requests must be **pre-approved** by an administrator. Classroom parties, when approved, can happen only during the last 30 minutes of the school day. School-wide special celebrations are the exception. All beverages must be in a closed container.

7.50 Furniture

School furniture is accounted for in all instructional and administrative spaces. Please place a work order request for furniture that needs to be repaired and/or for requesting additional furniture. Do not move or take furniture without permission from an administrator. If furniture needs to be discarded, label it and notify a custodian. Place the furniture outside the classroom and/or Main Office space.

7.51 Lounge

Please pick up after yourself and report any matter that needs attention. The employee lounge and cafeteria both have a refrigerator to store food items and microwaves. **Please be courteous,**

do not eat or drink anything not belonging to you. Refrigerators will be cleaned out by custodians on Fridays. **If you have food and or condiments not in the original package, or not inside an insulated bag, it is subject to being discarded.** Please eat breakfast prior to arriving for work.

Note: The last person to leave work; please make sure all heating appliances are turned off.

7.52 Special Events

An **Event Set-Up** form should be filled out for events requiring movement of furniture and/or the preparation of space. This form needs to be forwarded to the Receptionist. Allow 3 weeks to obtain the necessary signatures. The Event Request Form can be found in SharePoint.

7.53 Walls

- Only staples may be used to place instructional items on the walls.
- Never use industrial/heavy-duty staples on the walls.
- Please remove all staples from the walls after removing displays.
- No tape is permitted on walls or whiteboards, especially packaging and double-sided tape.
- Please remember to keep displays presentable, including posting a learning objective, if the display is for instructional purposes.

7.54 Cafeteria Walls

During events only regular tape should be used; no double-sided tape, no duck-tape.

7.55 Work Order Request

Submit a **Maintenance Request** form to the custodial supervisor or the school secretary if you need to report a damaged or malfunctioning system or property. If you are unable to locate a custodian, immediately contact the school secretary to report any emergencies. Emergencies are situations that involve the safety of employees and students such as overflowing toilets, serious vomiting, etc.

7.56 School Discipline Guidelines

Disciplinary measures shall be administered when necessary to protect students, school employees, and school property.

Students will be treated with respect. Disciplinary actions will be carefully assessed and based on the facts of each case. Factors to consider are as follows:

- Seriousness of the offense
- Frequency of misconduct
- Student’s attitude
- Potential effect of the misconduct on the school environment

Teachers are responsible for managing student discipline for Level I and Level II offenses (please review “[Student Code of Conduct](#)”)

In addition, teachers must inform parents regarding student misbehavior and maintain a parent communication log.

7.57 School-Wide Discipline

Teachers are required to monitor students in the hallways (in close proximity to their classrooms) during each five- minute changing period. Students remaining in the classroom must also be continuously monitored.

7.58 Discipline Management Plan

Level I:

(Do not send students to the office for these offenses)

- Disruptive Behavior (Horseplay, excessive noise, gum chewing, eating, dress code violations)
- Inattentiveness
- Uncooperative
- Disturbing Class Environment
- Unprepared/Lack of supplies or class materials including homework & class work.
- Failure to follow directions.

Actions taken by teacher prior to submitting a **Discipline Referral (documentation must be attached)**:

- Verbal warning
- Student/teacher conference
- Academy detention
- Parent conference

7.59 Administrative Referrals

Level II:

- Repeated Level I violations

- Cheating
- Skipping class (1st incident)
- Leaving school grounds
- Use of electronic devices.
- Disrespectful behavior/failure to comply.

Actions taken by the teacher prior to submitting **all Discipline Referrals**:

- Teacher Detention and parent communication
- Parent conferences conducted.

Level III:

- Chronic Level I and/or Level II Violations
- Defiance towards authority (aggressive or hostile behavior)
- Fighting
- Drinking
- Smoking/matches/lighters
- Stealing
- Bullying
- Profanity

Note of Importance:

- When filling out a discipline referral, only state the facts (including who, what, when, and where the incident took place).
- Please do not write a suggested consequence on the discipline referral form.

PART 8. EMPLOYEE AND STUDENT SAFETY

8.1 Accidents

Accidents that occur to employees and students can be prevented. It is the responsibility of every employee to follow the safety procedures provided below:

- All employee accidents must be reported to the immediate supervisor and to the Human Resource Office. Accidents must be reported to the Human Resource Office within 24 hours of occurrence. In the case of an emergency, you are authorized and expected to contact 911 (if you believe it is appropriate).
- Student accidents must be reported immediately to the Nurse who will notify the Front Office and the parents.
- All accidents need documentation on an Incident/Accident Report form on SharePoint.
- All spills need to be cleaned immediately. Use walkie-talkies to contact custodians for

assistance and block the area until it is cleaned. Please make sure your drink has a lid.

- Unsafe climbing can lead to serious injuries. No items are to be stored above closets or posted on walls or bulletin boards if it is above your reach while standing on the floor. Under no circumstances is any student or employee to stand, kneel, climb upon counters, chairs, tables, desks, or on other items. Only employee members are allowed to use ladders or stepstools.
- All employees are responsible for reporting any potential hazard to the custodians. This includes, but is not limited to broken glass, damaged furniture, protruding objects, sharp edges, and unusual odors, broken or damaged equipment.
- All employees must park in reverse.

8.2 Classroom Security

Classrooms are to be always locked for security and safety. Valuables should be placed out of sight and always locked up. All money collected needs to be submitted to the Business Office. This must be done in person prior to 3:45 p.m. daily and cannot be left in the classrooms. Money not turned to the Office is the responsibility of the employee member. If the funds are lost or stolen, the employee member will be required to replace the funds. Audio-visual and computer equipment should be stored in a secure area as much as possible. Every room should have at least one locked cabinet. During the first week of school, teachers are to report to the Principal or CFO, if they do not have a locked cabinet.

8.3 Security

As part of security, an armed security guard serves at our school.

In the event of an emergency, contact an administrator. Everyone in the school building must have a visitor's pass or a school ID. If a pass is not visible, the person must be escorted to the Main Office. A teacher who has a class will ask another teacher to watch their class while escorting the visitor to the Main Office. Anyone refusing to go to the Main Office is considered a trespasser and the teacher should inform the Main Office immediately.

All employees will be assigned a morning and/or after school duty to maintain a safe and orderly environment. In addition, all teachers are expected to assist with monitoring the halls.

8.4 Fire Drills

State law requires all Texas schools to conduct a monthly fire drill. Half of these drills must be conducted as a "fire with an obstructed" pathway. It is very important that you become familiar with the fire drill procedures. All students must also know the correct fire exits (primary and alternate). Post the "Exit Route" map near the class entrance. During a drill, you are to take class

rosters. Once outside, make sure all students on your roster are present (once they are in line on the field near the entrance gate). Immediately inform an administrator if a student is missing. All fire drills will be conducted at the discretion of the principal.

All occupants in the building during a fire drill must participate for safety purposes.

8.5 Emergency Operations Plan

Every room must have an emergency evacuation map and a class roster with current phone numbers inside the “Emergency Operations” folder. Both items are to be located near the class entrance. All employees are responsible for knowing all emergency procedures and protocols.

8.6 Elevator

Students may only use the elevator for medical reasons or special needs accompanied by an adult assigned by the teacher.

8.7 Appliances

No personal appliances are allowed in the classrooms (coffee makers, microwaves, refrigerator, lamps, candle warmers, etc.)

8.8 Personal Property

APV-FFL legally cannot and will not assume any responsibility for the loss of personal equipment, materials, damage to cars parked on school grounds and electronics brought to school.

8.9 Loitering-Unauthorized Persons on Campus

Only APV-FFL students, parents, employees, and visitors conducting professional business at school are allowed on campus during school hours. All visitors must sign-in and secure a visitor’s badge from the Main Office before visiting a classroom. All employees must call the Main Office if a visitor is seen without a badge.

Any person loitering on school property will be asked to leave and reported to an administrator and security. In case criminal charges are filed, these reports will be used.

8.10 Employee and Student Safety Rules

Students may be released to the parents, legal guardian, or emergency contacts through the Main Office. The Main Office will call the classroom to inform the teacher that the student is leaving early. Students are never to contact parents using their personal cellphones.

8.11 School Safety

The school is a secure campus. This means the entire campus is enclosed. There is only one entrance and exit gate. Entrance and exit gates (including pedestrian gates) are kept open during school hours.

8.12 Amigo Online

Heard something that sounds wrong? Want to report to someone who needs help? Parents, students, and employees can submit a report on our website under the AMIGO ONLINE form found on the homepage. All reports are anonymous. AMIGO ONLINE is meant to report instances such as: witnessing someone stealing, witnessing someone damaging property, etc. Any other complaint should be directed to the Main Office.

8.13 Web Usage

Social media profiles and posting should not include information regarding your place of employment. **In addition, employees are not to befriend students on Facebook, Snapchat, Twitter, or any other social media platform.** Keep in mind that anything posted may be used against you or can be misinterpreted by others. The school is not responsible for any information posted by a teacher on a social media website.

8.14 Alarm

APV-FFL is equipped with technology devices such as cameras, building entry sensors, and web-based 24/7 viewing. The last person to leave is responsible for setting the alarm. Selected personnel will be authorized to engage/disengage the alarm.

8.15 Emergencies

Teachers are required to report (to an administrator) the following two situations regarding a student's welfare:

1. A student who is contemplating suicide by expressing suicidal ideas or indicating a desire to physically harm himself/herself.

or

2. When you have reason to suspect, a student may have been abused.

Make sure the following recommendations are made:

- Immediately send for the appropriate administrator to escort the student to the Counselor.
- Take the threat seriously.
- Tell the student you are concerned.

- Do not leave the student alone.
- Describe the situation to the Counselor and follow their directions.
- Continue to express an interest in the student.

All school personnel are required by the Texas Family Code (TFC) 261.101 to report suspected or known child abuse or neglect. A report needs to be filed with Child Protective Services (CPS). CPS will evaluate the seriousness and authenticity of the allegations. If a child shares information regarding an abusive situation, a report must be made the day the information was shared. If you are unsure about a report that needs to be submitted, immediately notify the administrator and the school counselor. Work collaboratively with your school counselor to ensure all required reports are submitted.

All reports must be completed on-line using the Statewide Child Abuse or Neglect Reporting Form. The form is located at: The Child Protective Services number is 1-800-422-4453.

8.16 Occupational Safety and Health Administration (OSHA) and Work Safety

APV-FFL strives to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognized hazards that might cause serious physical injury.

As employees of APV-FFL:

- You have the right to notify APV-FFL or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by APV-FFL for making safety and health complaints, or for exercising your rights under the OSHA Act.
- You have the right to see OSHA citations issued to APV-FFL. APV-FFL must post the citations at or near the place of the alleged violation.
- APV-FFL must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposure to toxic and harmful substances or conditions.
- APV-FFL must post the notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSHA Act that apply to your own actions and conduct on the job.

8.17 Workplace Violence (Zero Tolerance)

APV-FFL is committed to preventing violence and to maintaining a safe environment for students and faculty. Given the increasing violence in society in general, APV-FFL has adopted the following guidelines to address intimidation, harassment, or other threats of (or actual) violence that may occur on or near its premises.

All employees, including Supervisors and temporary employees, should be always treated with courtesy and respect. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises and grounds of APV-FFL. Any exception must first be authorized by APV-FFL'S senior management in writing.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, sexual orientation, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported in writing as soon as possible to your immediate Supervisor or any other member of management. This duty includes the reporting of threats by employees, students, parents, guardians, and any member of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in unreasonable peril.

APV-FFL will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, APV-FFL may suspend employees, either with or without pay, pending investigation.

An employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

APV-FFL encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or Human Resources before the situation escalates into potential violence. APV-FFL is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

8.18 Health Procedures

APV-FFL personnel are not authorized to give medication to students without written authorization by the student's parent or legal guardian. Please use the clinic referral form to send a student to the school nurse (medical assistant). The teacher needs to call the nurse to ensure the child arrived safely. If a student becomes ill during the day, the parent/guardian will be notified by the school nurse. Arrangements will be made for the student to be picked up by the parents.

Administration of Medication

Unless otherwise authorized or described below, school employees and volunteers are prohibited from administering medications to students, including vitamins, and food supplements. Medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

- Nonprescription medication brought to school must be submitted to the school by a parent along with a written request. The medication must also be in the original and properly labelled container.
- Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.
- Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic bags or unlabeled containers will NOT be administered.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the student's Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
- Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
- In certain emergency situations, the school may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the school's medical advisor and when the parent has previously provided written consent for emergency treatment.

In the event of an accident, the parent/guardian will be contacted, emergency first aid will be provided, and the appropriate medical personnel, such as an ambulance will be notified (if deemed

necessary).

All bodily fluids are potentially dangerous. It is necessary to use proper workplace safety precautions and personal protective equipment to prevent blood or other potentially infectious materials from passing through clothes, under garments, skin, eyes, mouth, or other mucous membranes. Please make sure first aid kits are always accessible. The kits are to be taken on all field trips.

8.19 School Closings

- Principal/Superintendent will determine if the school opens or if classes will be delayed due to weather or environmental hazards.
- Listen to the radio/television for early morning weather reports or check the school website.
- Employees will be notified whether they should report to work. Employees may also call a school administrator or secretary to check for school closure.
- If a storm develops during the school day, the principal will warn the students and employees.
- When it is lightning outside/or a storm is approaching, employee members need to ensure all students get inside the building.

PART 9. GENERAL PROCEDURES

9.1 Fundraisers

- Before committing to any fundraising projects, employees must submit and obtain a written request to the Principal, Assistant Principals or CFO. The principal's secretary will notify the HR manager. Fundraiser Request form must be filled out prior to conducting a fundraiser.
- APV-FFL procedures must be strictly followed when conducting fundraisers and collecting money.
- Only one club fundraiser can be conducted and completed, before another can be initiated.
- Under no circumstances are any funds to be collected (for any purpose) without prior written approval.
- Cash received must never be used for purchases, check cashing, loans, reimbursements, or advances.
- Raffles may only be run as a school-wide activity, no more than twice per calendar year.
- Fundraisers must be closed with the HR manager, no later than 2 weeks after the final date of sales. Failure to finalize a fundraiser in a timely manner may result in suspension from future fundraising activities.

9.2 Procedures for Collecting Money

- Complete a Fundraiser Request Form and submit it for approval, prior to any fundraiser.
- Permission must be granted for all fundraising usage.
- As students turn money in, have them sign their names and the amount collected on the AF104 form.
- All money collected must be receipted immediately and turned in when the sum exceeds \$20.00. If the money is not turned in and it is lost or stolen, it is the responsibility of the teacher to replace it. If personnel are not available to receive the money, it can be locked in the Main Office vault for safekeeping.
- Money collected may not be spent under any circumstances.
- All money collected must be submitted to the Main Office in the same form as was collected.
- Employee and student personal checks may not be submitted in place of cash collections.

PART 10. COMPLAINTS AND GRIEVANCES

10.1 Grievance Policy & Complaint Procedure

Amigos Por Vida-Friends for Life Public Charter School ("Amigos Por Vida" or "School") values its employees and strives to foster a productive, efficient, and collegial work atmosphere. The school recognizes, however, that sometimes a situation may occur that causes an employee concern which he or she wishes to address with the administration. Employees are encouraged to utilize all methods of communication to resolve differences and seek a resolution before filing a formal grievance. When this course of action is not feasible, comfortable, or successful, the matter should be brought to the attention of the Superintendent/Principal or his designee. The following procedures apply to formal complaints or grievances:

A grievance under this procedure includes:

- 1) Complaint concerning an employee's wages, hours, or condition of work.
- 2) Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability.
- 3) Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.

Formal Complaint Procedure:

A formal complaint must be in writing, must identify the policy allegedly violated or the action or omission that allegedly occurred, and must be submitted within ten (10) days of the time the

employee first knew of or should have known of the event or series of events about which the employee is complaining. The Superintendent/Principal or his designee will hold a conference with the employee within ten (10) days of receipt of the written complaint. If the Superintendent/Principal or his designee is unable to schedule the meeting within ten (10) days, he or she will notify the employee of alternative dates for availability but no later than twenty (20) days after receiving the formal written complaint.

The employee is encouraged to use and submit exhibits for the Superintendent/Principal or his designee consideration. The Superintendent/Principal or his designee is not required to hear sworn testimony from witnesses but may choose to do so at his or her discretion. The Superintendent/Principal or his designee will determine whether the allegations warrant further investigation and give a written determination to the employee within ten (10) days after the conference as to whether the policy alleged was violated or whether the act or omission did occur unless the facts or initial inquiry indicate the need for further investigation. If further investigation is warranted, the Superintendent/Principal or his designee will notify the employee of the estimated date for providing a response.

If an investigation determines that an employee has violated a policy or engaged in other unlawful or improper conduct, the supervisor of the person about whom the complaint was lodged shall take prompt and appropriate disciplinary action up to and including termination of employment. Employees accused of unlawful harassment or discrimination should be given sufficient information about allegations to provide them a reasonable opportunity to respond before any corrective action or discipline is imposed.

Appeal to Board:

If the complainant does not believe the resolution achieved by submission to the Superintendent/Principal or his designee is adequate, the complainant may appeal the decision or action to the governing board of Amigos Por Vida ("Board"). The employee has ten (10) days after a written determination by the Superintendent/Principal or his designee to appeal to the Board by submitting a written request to the Superintendent/Principal or his designee. The Board will act as an appellate body rather than a fact-finding body, reviewing only arguments and documents provided by the employee to the Superintendent/Principal or his designee and giving weight to the Superintendent/Principal or his designee's findings.

The Board will convene to review the complaint within thirty (30) days. If this time period does not afford the Board adequate time to review all documents and written decisions, the Board will discuss the grievance at its next scheduled board meeting.

At the Board's discretion, both the complainant and the administration may have the opportunity to present an oral argument before the Board. During oral argument, the oral argument must be limited to the evidence that was before the administration when it made its decision. The Board may set reasonable limits on the time and manner in which oral arguments

are made. Either or both the complainant and the administration may have a representative present the oral argument on their behalf.

The complainant can address the Board under the same conditions as any other member of the public during the hearing of citizens portion of the Board meeting. By law, the Board may not act on any item brought before the Board during the hearing of citizens portion of the meeting unless the item has been posted with some specificity in accordance with the Texas Open Meetings Act.

Within twenty (20) days after the meeting at which the Board heard the complainant's appeal, the Board will provide a written response to the complainant.

Closed Meeting

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it shall be heard by the Board in closed meeting unless the employee who is bringing the grievance requests that it be heard in public. However, if the grievance involves a complaint or charge against another employee or Board member, it shall be heard in a closed meeting unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

10.2 Freedom from Retaliation

The complaining person will not be penalized in any way for reporting any matter in good faith. There will be no retaliation against any person because of his or her participation in the investigation of a complaint.

10.3 Sexual Harassment and Non-Discrimination

APV-FFL is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.

- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to Human Resources. You can raise concerns and make reports without fear of reprisal or retaliation. If you supervise employees and receive a report of sexual or other unlawful harassment in the workplace, you must report it immediately to Human Resources.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. If the outcome is a determination that sexual harassment occurred, corrective measures will be taken. These measures may include, but are not limited to training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge.

APV-FFL prohibits any form of discipline or retaliation for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

PART 11. SEPARATION FROM EMPLOYMENT

11.1 Terminations

An employee may be terminated involuntarily for reasons that may include, but are not limited to, poor performance, misconduct, or other violations of APV-FFL policies or rules of conduct. Notwithstanding these lists of rules, APV-FFL reserves the right to discharge or demote any employee if it is deemed to be in the best interest of APV-FFL.

11.2 Resignations

Contracted and at-will employees are encouraged to provide at least 14 days' written notice of resignation to the employee's manager and the Human Resources Department.

Employees forfeit all accumulated local leave on the last day of employment with APV-FFL.

11.3 Involuntary Separation

All employment relationships with APV-FFL are on an "at-will" basis. Although, APV-FFL hopes that our relationships with employees will be long-term and mutually rewarding. APV-FFL reserves the right to terminate the employment relationship at any time, with or without cause or notice.

At the time of termination, all company property must be turned over to the manager or supervisor. This includes, but is not limited to, electronic equipment, confidential, proprietary or trade secret documents, materials or copies of such documents, keys, badge, credit cards, uniforms, and or other company property. The employee will normally be permitted to work the two-week period if performance has been satisfactory and remains satisfactory. If notice is given and if for any reason the company discharges the associate earlier than two weeks, the company will pay the remaining difference in pay.

11.4 Voluntary Resignation and Job Abandonment

Employees who fail to report to work without notice to, or approval by, their supervisor for three consecutive workdays (unless prevented by circumstances beyond the employee's control) may be considered to have voluntarily resigned and/or abandoned employment on the last day worked in accordance with applicable federal and state laws.

11.5 Exit Interviews and Procedures

The Human Resources department will attempt to conduct an exit interview with employees who voluntarily leave APV-FFL. In some cases, an exit interview may occur for employees who

involuntarily leave APV-FFL. The purpose of the exit interview is to gather information about the reason for leaving and for getting suggestions for making APV-FFL a better place to work.

Upon separation of employment, whether voluntary or involuntary, all APV-FFL documents, computer records, and other tangible APV-FFL property in the employee's possession or control must be returned to APV-FFL. This includes but is not limited to APV-FFL issued laptops and cellular phones. In addition, all school supplies purchased with APV-FFL funds are APV-FFL property and must be returned to APV-FFL.

The Human Resources Department will provide information on final pay, continuation of benefits, release of information, and procedures for requesting references. Separating employees are asked to provide APV-FFL with a forwarding address and telephone number.

11.6 For Cause for Disciplinary action, Suspension, or Termination

The following are examples of conduct and situations that may constitute "good cause" for termination, but the term is not limited in meaning by this list:

- Unsatisfactory performance of assigned duties.
- Insubordination or the inability to follow an administrative directive.
- Failure to notify the principal and/or Human Resources Office of any conviction regarding a felony or of a crime involving moral turpitude.
- Physical or mental incapacity to perform assigned duties.
- Conscious misrepresentation of facts to APV-FFL officials in the conduct of APV-FFL business.
- Engaging in conduct that is disparaging toward APV-FFL's educational mission or program.
- Engaging in conduct that is threatening, intimidating, disrespectful, or assaultive toward a manager or supervisor, coworker, parent, student, volunteer, or vendor.
- Failure to comply with reasonable APV-FFL professional development requirements regarding advanced course work or professional development.
- Absence for two consecutive working days without notifying an immediate supervisor.
- Giving a false reason for a paid leave of absence
- Falsifying information on the employment application form
- Use of school property for personal or political reasons.
- Excessive absence or tardiness
- Theft
- Physical assault or violence on any employee, student, or child.
- Disruptive activities
- Immorality
- Inability to get along with co-workers.
- Harassment of fellow employees
- Excessive discipline of a student (including the use of corporal punishment)

- Other good or just causes.
- Violation of APV-FFL’s Technology Acceptable Use Policy (Found online):

SCHEDULE

Social Media & Acceptable Use Policy

With social media, lines are often blurred between what is public or private, personal, or professional.

The following APV-FFL's Guidelines are designed to help add clarity:

Use good judgment

- The Code of Conduct, Employee Handbook Privacy Policy, and ethical guidelines for interacting with others in face-to-face settings apply to all Social Media communications —regardless of whether they originate from a school or personal account.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

Be respectful

- Although you are going to be perceived as a representative of your school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, it is best to state that the views expressed in your postings, etc. are your own.
- Also keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, which disparage customers, members, associates of suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or company policy.
- You are not anonymous on the Internet; your IP address is readily accessible to anyone who seeks it. And your IP address is linked to the street address from which you are communicating. The steps to ascertaining your geographic location are surprisingly simple.

NEVER give out or transmit personal information about students, parents, or co-workers.

- Don’t share information considered confidential or not public. If it seems confidential, it probably is. (Online “conversations” are never private. Do not give your own or other’s birth date, address, or cell phone number on any public website.)

- It is best not to rely on information received through social networking as accurate. (Surprisingly, not every statement on the Internet is true.)

- Avoid talking about personal schedules or situations.

Please be cautious with respect to images:

- Do not post pictures of students without express parent/guardian written consent.

- Do not post pictures of others (co-workers, etc.) without their permission.

- Do not post pictures of yourself that would embarrass your parents. Images go viral when they are of adults behaving badly.

Other sites:

- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or linking to helpful resources. Don't blindly repost a link without looking at the content first.

- Consider the security warnings that pop up on your computer before clicking on unfamiliar links. They serve a purpose and protect you and the school.

- When using Twitter, Facebook, and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

- Be sure to correct any mistakes you make immediately, and make it clear what you have done to fix it. Apologize for the mistake if the situation warrants it.

- Never post any information or rumors that you know to be false about APV-FFL, fellow associates, members, customers, suppliers, people working on behalf of APV-FFL or competitors.

- If it is a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

Privacy Information Links

To help you ensure that you have the best privacy settings for your needs, below are some—but certainly not all—links to certain social media privacy information pages:

- Facebook: <https://twitter.com/privacy>
- Flickr.com: <http://www.flickr.com/help/guidelines/>
- Hi5.com : http://www.hi5.com/terms_of_service.html?#privacy_policy
- LinkedIn: http://www.linkedin.com/static?key=privacy_policy
- Skype.com: <http://www.skype.com/en/legal/privacy/>
- Tumblr.com: <http://www.tumblr.com/policy/en/privacy>

- Twitter: <https://twitter.com/privacy>
- You Tube: <http://www.google.com/intl/en/policies/privacy/>