



**Amigos Por Vida
Friends For Life**

Public Charter School

Personnel Handbook

2019 - 2020

HOME OF THE MIGHTY PUMAS

Neither this handbook, nor any provision therein, creates any contractual right or obligation, either expressed or implied, on the part of Amigos Por Vida-Friends for Life Public Charter School (APV-FFL), and any contractual relationship between the school and the employee.

No employee handbook can anticipate every circumstance that may arise in the employment context. The school reserves the right to amend, or rescind any or all provisions and policies contained in this handbook.

Amigos Por Vida-Friends for Life Public Charter School (APV-FFL) is an equal opportunity employer and considers all applicants on the basis of qualifications without regard to race, gender, religion, age, disability, genetic information, veteran status, or national origin.

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WELCOME / OVERVIEW

Welcome to Amigos Por Vida – Friends for Life (APV-FFL), a PK 3 through 8th grade public charter school. We thank you for wanting to be part of our school family. It is our hope that as an employee, you will make a positive impact on our students and community.

This handbook serves as a summary of key points, in addition to school board policies. The following policies are designed to ensure your successful employment at APV. Please see the school website under “School Policy”. If you have any additional questions, please ask a campus administrator for assistance.

NON-DISCRIMINATION STATEMENT

In accordance with Federal Law and U.S. Department of Agriculture policy, APV-FFL will not discriminate against students, parents, or employees on the basis of gender, race, religion, age, creed, disability, ethnicity, and veteran status. Employees are prohibited from discriminating against other employees and students.

AT-WILL EMPLOYMENT

Your employment with Amigos Por Vida-Friends for Life Public Charter School (APV-FFL) is “**At-Will**” and entered into voluntarily. You are permitted to 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.

SCHOOL INFORMATION

Principal: Freddy Delgado

Email Address: fdelgado@amigosvida.com

Address: 5503 El Camino Del Rey Street, Houston, Texas 77081

Phone Numbers:

- Main Office: 713-349-9945
- Fax: 713-349-0671

Website: www.amigosporvida.com

SCHOOL GOVERNANCE

APV-FFL is chartered by the Texas Education Agency. 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 positions. The school has a principal, assistant principals, and a chief financial Main Officer.

MISSION AND VISION

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.

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 students as integral stakeholders, actively contributing toward the global learning community.

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 who are 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 in order for all stakeholders to be involved in the school's mission.

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'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 staff 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 staff 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.

SCHOOL OPERATIONS AND PROCEDURES

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 (room 218).

General Start/End Time

- **Main Office Hours** 8:00-4:30 pm
- **School Day Hours:** 8:00 a.m. to 3:15 p.m. (all grade levels)
- **Certified Personnel:** 7:30 a.m. to 3:30 p.m.

- **Non-Certified Personnel:** Dependent upon assignment

School Calendar

Each year, APV-FFL will issue a school calendar recommended by the Shared Decision-Making Council (SDMC) and approved by the school board. The calendar indicates the beginning and ending dates of each semester and approved holidays.

Mailboxes

Staff mailboxes are located in the main hallway next to the back door of the front Main Office. Mailboxes should be checked at least twice a day. Students are **not allowed** to check teacher mailboxes.

Identification

Identification badges will be issued to faculty, staff, volunteers and visitors. Badges must be worn at all times.

Keys

Please do not allow unauthorized personnel (**including students**), to use your school keys. Employees will be responsible for the replacement cost of lost keys. All keys must be returned at the end of the school year. Keys cannot be duplicated without the written permission of the principal.

Before clocking out, teachers are required to lock their classroom door. Custodians will be responsible for making sure each door is locked after cleaning is complete.

E-Mail and Correspondence

Before the instructional day begins, during planning or lunch, and before leaving the campus, all staff should check their emails to avoid missing critical information. Due to confidentiality purposes, when mentioning a student in an email correspondence, please use first and last name initials (not the student's full name). All email messages are subject to being monitored by campus administration. Communication must be professional at all times.

Clock-In and Clock-Out Procedures

Teachers must clock-in by **7:30 a.m.** and clock-out at **3:30 p.m.** or later. The clock-in kiosk is located in the front Main Office hallway.

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 a 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 activities and clock-in upon returning to school. Non-APV 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.

Non-exempt staff (instructional assistants, administrative staff, and maintenance staff) **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 staff should** “clock out” when leaving the campus and “clock-in” upon returning. All non-exempt staff members are required to clock-out prior to beginning any after school duties (i.e. tutorials).

Time off during your regular Main Office hours will be charged against local or state leave days accrued.

- Minimum of 7 hours of your regular schedule is worked, excluding ½ hour for lunch: no deduction to accrued leave. Exception: chronic absences of ½ hour or more will be addressed on a case by case basis and may be treated in aggregate.
- More than 1 hour: a charge will go against accrued leave

Attendance and Absences

Punctual and regular attendance is an essential responsibility of each employee of Amigos Por Vida. Employees are expected to 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 “Personal Leave Request Form” (PLRF) to the principal’s administrative assistant. This should be done no later than five days prior to the request. In addition, a PLRF is required for all late arrivals and early leaves. The employee will be notified regarding the approval status of their request. Failure

to secure approval for an absence may result in time off charged without pay. In the case of an emergency he/she must call our supervisor and the administrative assistant must be by 6:30 AM. Absences before or after a holiday are not permitted (see the principal for special situations). Leave request forms can be found in the school form box located outside the principal's Main Office or network drive.

The employee must have permission from the principal or immediate supervisor to leave work early at least 24 hours in advance.

Substitutes Teacher

When you plan to be absent, please notify Mrs. Mukerji at 832.282.8215 so she can decide if a teacher's assistant or a substitute teacher will be called to cover your class.

Professional Development or Off-Campus Duty

All requests for professional development or off-campus duty must be submitted at least **5 school days** in advance. Submitting a request does not guarantee approval. Requests will be considered on a first-come, first-served basis.

Administrative Intervention for Repeated Tardiness (Linked to Performance)

1st Time: Verbal warning

2nd Time: Email warning

3rd Time: Written employee warning for:

- 3 tardies within a week
- 3 tardies in a month

4th Time: Memorandum

Returning to School After an Absence

Upon returning to school, it is the employee's responsibility to submit a **Leave Request** form. 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.

Planning Period

Teachers are not permitted to 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, unless approved in advance by the principal. A staff member who is authorized to leave during their planning period must clock-out and back in.

Teachers leaving the campus during their lunch period are also **expected** to clock-out and back in. Make sure students are picked up **on time** from the cafeteria.

Electronic Devices

The use of cell phones and other electronic devices for personal communication during the school day is prohibited. Personal texts, phone calls, and emails should not be part of one's instructional day. All employees' primary concern is the instruction, care, and safety of students. Personal electronic devices are to be silenced and placed in a secure location that does not cause disturbance to the educational environment. Any emergency which requires deviation from this policy needs to be approved by an administrator. Personnel who frequently violate of this policy will face disciplinary action.

Personal calls may not be received during work time (includes class phones and cell phones). Incoming messages for employees will be placed in teacher mailboxes. Emergency calls will be delivered immediately to you.

The purpose of installing phones in classrooms is to make parent contact more immediate and convenient. Phone calls between staff members during instructional time are not permitted. Classroom disruptions should be kept to a minimum. Personal phone calls should be limited to occurring before school, during planning and lunch time. When students call home, teachers **must** and **actively monitor** the conversation.

Parking

Campus parking is on a first-come, first-serve basis and will require a parking tag. Staff will be given a parking tag at no charge; additional tags will cost \$10. Employees may only park in designated parking spaces. Staff vehicles may not be parked in 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 on El Camino Del Rey between the west entrance and up to the "No Parking" sign near the exit (east) gate. Parking is also available on Alder street. Parking in the spaces located in the surrounding apartment complex lots is not allowed and violators will be

towed. All staff is directed to use 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 damages that may occur.

Visitors

The front Main Office will be open to visitors beginning at 8:00am. Teachers should not encourage visitation by outsiders during the instructional day. Children not enrolled are not to be brought to school. No former students can visit with teachers during the instructional day and visits after school hours require prior permission from school administration. There are signs posted at building entrances requesting all visitors to check in the Main Office.

Faculty Meetings

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 PD's

During the other Wednesdays, teacher-led professional development sessions will be held from 3:30pm – 4:30pm.

Assistant Request for Maintenance

All staff requiring assistance with maintenance-related matter should use “SPICEWORKS” as the platform to request help.

Smoking and Tobacco Use

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

Master Calendar

Fund-raising activities, field trips, auditorium programs, end of the year activities, and special events must be placed on the master calendar which is maintained by the school administrative assistant. The school administrative assistant will send out weekly calendar reminders. Sponsors

must confirm a date prior to planning an event. The school master calendar will be reviewed and approved by the school principal.

Media Release Form

The “**Media Release Form**” must be completed by parent(s) or guardian(s) and placed in the Main Office file named “**Media Release File 2019-2020**” before the student(s) can be photographed, photos placed on the school website and/or released to outside sources.

Student Handbook/Code of Conduct

On the first day of school, teachers should review the Student Handbook and the Code of Student Conduct with their students. Additionally, teachers should be prepared to discuss its contents during parent-teacher conferences.

Parent/Teacher Conferences and Communications

When you are notified regarding a parent or guardian conference request, you are to contact them and arrange a conference date/time. Every effort should be made to return their calls or emails on the same day the message/email was received or within 24 hours. Upon request, an administrator will make every effort to attend parent conferences. Parent conferences protocol is as follows;

- Parent meets with the teacher.
- 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.

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 arriving on time is expected. **T-TESS** binders should be taken to the PLC meetings to discuss/review student progress and use this information to planning more effectively.

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 the Main Office and assistance will be sent. If there is no time to wait for assistance, please notify a neighboring teacher to provide coverage until help arrives. 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 in order 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 staff member, the staff member will be held accountable for the infraction.

Lost and Found

Found articles are kept in the nurse's Office.

Special Events

Please check the master calendar in the data room and then contact the principal's administrative assistant 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 staff members to reserve the cafeteria or library:

- Cafeteria Manager
- Librarian

Class Celebrations

Teachers need to inform the appropriate administrator regarding all class celebrations.

Administrative approval needs to be obtained for all celebrations not listed:

- Birthday celebrations should only take place on Friday's from 2:30 – 3:00 p.m.
- Only **2** semester celebrations can be conducted (before the winter break and the last day of school)

Lunch Cafeteria Procedures

Student safety is a priority at APV. During lunch students will be supervised by staff and teachers. Staff members will actively monitor students and ensure the cafeteria is a safe environment. Teachers need to:

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

911

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

Doors

When exiting exterior doors, please check to make sure they are closed and locked. Doors should never be propped open.

Restrictions Concerning Tutoring Students

Staff members are not permitted to use the school building for conducting private lessons for pay. Neither is the teacher allowed to receive money for out-of-school tutoring of students.

STAFF DRESS CODE

The type of apparel worn by faculty and staff reflects the APV educational environment. APV staff is expected to set a good example for students and should not allow themselves to become careless in their grooming and attire.

Women

- Dress pants, cropped pants (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 approach the knee, 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.

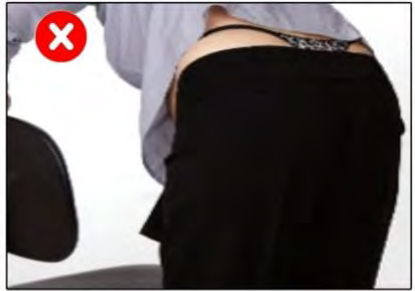
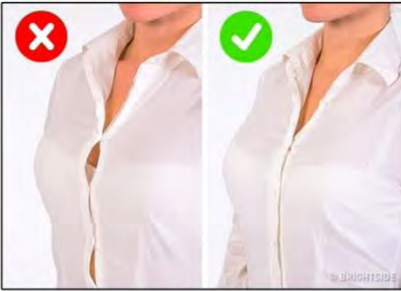
- Sleeveless, halters, bare backs, tank tops, spaghetti straps, muscle shirts, see-through garments, revealing or provocative necklines are not permitted.
- Undergarments must not be visible.
- Low cut clothing is not permitted. No cleavage should be visible.

Men

- Dress pants, dress shirts will be worn during the school day.
- 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 staff

- Polo college shirts will be worn on Wednesdays.
- Polo APV shirt will be worn on Fridays.
- Professional dress day will be every Monday.
- Tattoos will be covered at all times.
- 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.
- Professional footwear does not include flip flops, slippers, shower shoes, house shoes, or "Crocs."
- Athletic attire is permitted only for the PE and assistant coach.
- Jeans, of any color, are only permitted when approved by the campus principal and/or supervisor.



Student Arrival and Dismissal Procedures

Amigos Por Vida is committed to providing a safe and enjoyable learning environment. The information provided highlights policies and procedures that will maximum safety for students as they arrive and leave daily from school.

- School hours are from **8:00 a.m. to 3:15 p.m.**
- If a student comes to school at **8:05**, they are considered tardy.
- Breakfast will be served in the cafeteria from **7:15 a.m. to 7:45 a.m.**
- Students arriving after **8:05 a.m.** will be considered tardy and must enter through the front door to obtain a tardy pass.
- Dismissal will be at **3:15 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 will be charged 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.

Morning Arrival

- Students may enter the cafeteria at **7:15 a.m.** There will be no staff members on duty before 7:15 a.m. to supervise students.
- Parents who arrive earlier are asked to 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 are asked to 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.
- Students will be dismissed from the cafeteria at **7:45 a.m.**
- Students should be seated in the classrooms and ready to start their instructional day by **7:50 a.m.**

After School Dismissal

- To maximize instructional time and maintain an orderly school environment, students should not be checked out by parents between **2:30 p.m. and 3:15 p.m.**

- Parents who pick-up their child(ren) must stand in line outside the building on the sidewalk near the principal's 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 be issued a sign with the student(s) name. The sign will be hung on the rear-view mirror.

STAFF AND STUDENT SAFETY

Accidents

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

- All employee and student accidents must be reported immediately to the Main Office and documented on a form provided by the school nurse.
- Accidents must be reported to Human Resource Main 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).
- All spills need to be cleaned immediately. Notify the Main Office for assistance and block the area until it's 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's 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 staff members are allowed to use ladders or step-stools, not students.
- All employees are responsible for reporting any potential hazard to the Main Office. This includes, but is not limited to: broken glass, damaged furniture, protruding objects, sharp edges, and unusual odors, broken or damaged equipment.
- All staff must park in reverse.

Classroom Security

Classrooms are to be locked when the rooms are unoccupied. Valuables should be placed out of sight and locked up at all times. All money collected needs to be submitted to the accounting clerk in the Human Resource Main Office. This must be done in person prior to 3:45 p.m. daily and cannot to be left in the classrooms. Money not turned to the Main Office is the responsibility of the teacher. If the funds are lost or stolen, the teacher will be required to replace the funds. Audio-visual and computer equipment should be stored in a secured 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.

Security

A full-time security officer serves at our school. In the event of an emergency, an administrator will answer your call. If an immediate emergency does not exist and you need a security guard to address a matter, please send a note to the Main Office secretary. The secretary will contact a security Main Officer.

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.

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

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 and 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.

Emergency Operation 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.

Elevator

Students may only use the elevator if accompanied by an adult.

Appliances

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

Personal Equipment

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.

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 a security Main Officer. In case criminal charges are filed, these reports will be used.

Staff 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.

School Safety

The School is a secured 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 opened during school hours.

Amigo Online

Heard something that sounds wrong? Want to report someone who needs help? Parents, students, faculty, and staff can submit a report on our website under the AMIGO ONLINE form found on the homepage. All reports are anonymous.

Web Usage

Social media postings should not include information regarding your place of employment. In addition, employees are not to befriend students on Facebook, Snap Chat, Twitter, etc. 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.

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.

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 done:

- Immediately send for the appropriate administrator to escort the student to the Main Office
- 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

As school personnel, we 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 a report needs to be submitted, immediately notify an administrator and the school counsel. 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.

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 clinic. 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 parent.

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).

Staff should assume all bodily fluids are potentially dangerous and recommend the use of work place safety precautions and personal protective equipment that prevents blood or other potentially infectious materials to pass through clothes, under garments, skin, eyes, mouth, or other mucous membranes. Please make sure first aid kits are accessible at all times. The kits are to be taken on all field trips.

School Closings

- Principal/Superintendent will determine if the school will open 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.
- Staff will be notified whether or not 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 staff.
- When it's lightening outside/or a storm is approaching, staff members need to ensure all students get inside the building.

FUNDRAISERS

General Procedures

- Before committing to any fundraising projects, employees must submit and obtain written request to the principal, assistant principals or CFO. The principal's administrative assistant will notify the finance clerk. 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 finance clerk, 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.

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 the Finance Clerk is not available to receipt 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 finance clerk in the same form as it was collected.
- Employee and student personal checks may not be submitted in place of cash collections.

INSTRUCTIONAL/CURRICULAR GUIDELINES AND PROCEDURES

Daily Lesson Plans

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 in the format provided at the beginning of the 2019- 2020 school year. Lesson plans should accurately reflect what learning objectives are being taught, strategies used and assessments administered. 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.

When developing lesson plans for students with disabilities, Individualized Education Plans (IEP) need to be utilized. There will be a section in your lesson plan to maintain these plans. All Special Education and ESL modifications must be included. When addressing the students' accommodations, you may indicate on your plans to "see modification folders" if this is your main source of documentation.

Curriculum

Teachers need to utilize **LEAD4WARD** for all Instructional Planning.

Substitute Folders (Green Folder)

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 student work.

In case of unforeseen emergencies, please prepare review lesson and student work for a substitute.

Movies/Videos in Class

Movies or videos may be shown, if they are part of the school's library collection. They must be rated "G", as defined by the Motion Picture Association of America. A written permission of approval needs to be obtained from your administrator (via e-mail) before any movie or video (longer than 10 minutes) is shown.

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

- Movies must be previewed before students viewing
- Can be shown as part of an instructional activity
- Referenced in the lesson plans
- Authentic movies ONLY (movies recorded from television/cable and the internet do not meet this requirement)
- A written assignment must be completed, while viewing a movie or video.
- Teachers need to pause throughout the viewing, in order 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.

- Items need to be in good condition, without damage beyond normal wear and tear.
- Parents are responsible for replacing lost or damaged textbooks. This includes any other school property released to the students.
- 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 to them.
- Annual reconciliation of all items provided to employees is required.
- See the principal immediately with regards to any 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)

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:

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

To prepare our students for the 21st century, lessons must show rigor through the use of:

- High-order thinking questions (Bloom’s taxonomy)
- Making connections to students’ background knowledge
- When students are writing, incorporate various modalities. Have students write an “Exit Ticket” at the end of each lesson to reflect what they learned in class.

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

All teachers at APV will follow the Active Monitoring and Data Driven Instruction protocols established during the trainings at the beginning of the year. These effective-proven methods will enhance instructional practices in the classroom and, it will maximize students’ learning during the year.

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

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 a 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 parent to solve student concerns. Intervention 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 **6-weeks** to students from first through eighth grade.
- Progress reports will be issued every **3-weeks** for students in 1st through 8th grade (anytime their performance falls below a 70%).
- Pk-3, Pk-4, and Kinder will provide an appropriate report card with detailed anecdotal records regarding student progress. Different reporting cycle will be used to capture student learning every **12-weeks**.
- Progress reports for Pk-3, Pk-4, 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

<u>Category</u>	<u>Percentage (%)</u>
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 **5 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 **2** grades per subject each week.

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

SCHOOL DISCIPLINE GUIDELINES

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.

School-Wide Discipline Plan

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

Discipline Management Plan

Level I:

- 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:**

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

Administrative Referrals

Level II:

- Repeated Level I violations
- Cheating
- Skipping class (1st incident)
- Leaving school grounds
- Use of electronic devices (beepers, phones, I-pods, Mp3 players, personal radios)
- Disrespectful behavior/failure to comply

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

- Detention and parent communication
- Parent conferences conducted
- Administrative referrals included

Level III:

- Chronic Level I and/or Level II Violations
- Defiance towards authority (aggressive or hostile behavior)
- Fighting
- 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.

Sending Students to the Assistant Principal

Teachers should send discipline reports to the appropriate assistant principal's Main Office. Supporting documentation of previous teacher interventions and parent conferences will be **required** in order to take the appropriate disciplinary action. Teacher's needing immediate assistance should call the appropriate assistant principal's Main Office, send a dependable student messenger, or call the Main Office in the event of an emergency. **The campus security Main Officer should not be contacted. The security Main Officer 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;

1. Lunch/Ancillary Detention
2. In School Suspension
3. Out of School Suspension

Corporal Punishment

APV-FFL policy prohibits any form of corporal punishment.

Tardy Policy

Students arriving late to school will receive a tardy pass from to the front Main Office. Upon their arrival to class, they must give their teacher the tardy pass for documentation purposes. After **three** tardies, the Main Office will notify parents regarding consequences for continued tardiness such as: administrative detention, or removal of student privileges.

At APV-FFL, instructional time is viewed as a precious resource. Consequently, we view **chronic tardiness** as a serious problem that interferes with our students' academic success. All students arriving late will be documented, written excuses collected, and if necessary, consequences assigned as previously mentioned. After the incident has been recorded, the tardy student (upon request) will be issued a copy of the recorded incident. Repeated tardy incidents will be brought to the attention of the parent/guardian.

*Administrators will decide on a case by case basis regarding consequence(s) assigned at any tardy level.

Student Dress Code Policy

Students are expected to follow dress-code policy at all times. Teachers must monitor students following dress code daily. If the student is wearing inappropriate clothing or 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. This policy must be enforced by **every** member of the faculty and staff on a consistent basis. The 1st period teacher initiates the discipline plan and teachers who service the student throughout the day need to ensure the plan is implemented.

Teacher Resources

Copy Room

Teachers can print a single copy to the printer. Administrator approval is required prior to any printing request. You may request copies by filling and submitting a request form. The copies will be made no later than 24 hours from the day you requested to pick them up. Submit legible/clear master copies with no staples or tape.

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

Additional Materials

If you need additional supplies (i.e. markers, scissors, tape, etc.), please see the designated person. If there is something you need that is not in our supply room, ask the clerk if it can be ordered.

Lamination

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

Supply Request

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

Instructional Resources

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

- DMAC
- Motivation Reading, Math and Science
- State adopted textbooks
- Student workbooks
- LEAD4WARD field guides
- Starfall- lower grades
- Measuring Up
- STAAR Test Maker
- BrainPOP, etc.
- STEM SCOPES
- TPRI/Tejas LEE
- Edmentum

Student Attendance Policy and Procedures

Attendance

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 to take:

- **Attendance at 9:30 a.m. (Period 2)**
- **Accurate daily attendance is a must**
- **Inform the Main Office regarding students who have been absent 3 or more days**
- **Ensure opportunities are provided for students to make-up work for the days they were absent**

If you experience a computer hardware or software problem preventing timely reporting of

attendance, you are to immediately notify your administrator or the attendance clerk. The clerk will provide teachers with class attendance sheets that will be manually completed. All manual attendance sheets need to be hand-delivered to the attendance clerk in the Main Office by 9:30 a.m.

The first 3 days of the school year attendance will be taken on paper roster.

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

Students 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.

Excessive Early Leaves

After early **3** leaves in a 6-week period, a formal meeting with parent/guardian must take place.

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 **3 days** after a student returns to school.

Students 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.

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.

Attendance Exemptions (ADA)

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.

Employee Discipline

Disciplinary Action, Suspension, and Dismissal

Employees can be dismissed for any reason, as long as it's not an unlawful reason. In lieu of discharge, and at the school's sole discretion, an employee may be suspended without pay, for good cause, for a period not to extend beyond the end of the current school year. The following reasons for which an employee may be discharged (not limited to):

- Unsatisfactory performance of assigned duties
- Insubordination or the inability to follow an administrative directives
- Failure to notify the principal and/or HR Main Office of any conviction regarding a felony or of a crime involving moral turpitude
- Physical or mental incapacity to perform assigned duties
- Absence for two consecutive working days without notifying an immediate supervisor
- Overstaying an approved leave of absence or scheduled holiday by one day

- 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
- Disruptive activities
- Other good or just causes
- Immorality
- Inability to get along with co-workers
- Harassment of fellow employees
- Excessive discipline of a student (including the use of corporal punishment)
- Violation of APV's Technology Acceptable Use Policy (Found online):

Grievance Policy

Grievances should be submitted in writing to your immediate supervisor. Local board policy will govern the process. Grievance policy can be found on our school website.

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.

Criminal 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're already hired and a felony conviction becomes known, you will be terminated. Falsifying the truth will not be accepted. It's always best to tell the truth.

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

Other Reasons for Disciplinary Actions

All employees will be subject to disciplinary action up to and including termination for engaging in prohibited conduct involving any of the activities listed below.

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.

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 unwelcomed. Nor should an employee ever assume a witness will report an unwelcomed 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 Manager 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 unwelcomed incident is properly and appropriately addressed; see complete procedures in our Policies 0 Harrasment Reporting document found on our website.

Alcohol and Drug Free Work Place

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.

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.**

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, used for any reason other than that prescribed by a physician.
- Inhalants 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 subject to disciplinary action, up to and including immediate termination.

Weapons

Except for properly trained and licensed security personnel, no employee is permitted to possess or use any of the weapons defined in Section 46.01 of the Texas Penal Code and Section 37.125 of the revised Texas Education

Code. Weapons are prohibited on the school property, while working on assigned duties, or when attending any school related activity.

Outside Employment

An employee may choose to work at an additional place of employment. However, the outside employment cannot interfere with one's work performance, punctuality, and attendance at APV-FFL.

Performance

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 fulfill the job duties in an acceptable manner will be subject to demotion or other disciplinary (including termination of employment).

Professional staff is 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 staff 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
- Expectation for STAAR is 80% or higher
- Norm-referenced assessment expectation is 85% of the students reading at grade level
- Raise the standards of the school as a whole
- 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.

<u>EVALUATION TOOL</u>	
Teachers	T-TESS: Texas Evaluation and Support System
Instructional Assistants	Paraprofessional Assessment of Knowledge and Skills
Leadership	Alternative Assessment
Administrative Staff	Alternative Assessment

ADDENDUM

Amigos Por Vida-Friends for Life

Public Charter School

The following policies are designed to ensure your successful employment. This handbook serves as a summary of key points in addition to governing policies found in our school board policies.

Code of Civility

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

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

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

- Receive a 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.

HUMAN RESOURCES /RISK MANAGEMENT DEPARTMENT

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.

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

Benefits

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 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.**

Insurance

School personnel working 30 hours per week or more are offered health, dental and vision insurance options. After a thirty days waiting period, they become eligible for coverage on the 1st of the following month. At this time, APV-FFL pays up to \$380 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 aforementioned 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.

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.

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 in our website under polices

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.

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

Discretionary personal leave shall not be used:

- Not more than one day per request
- On a staff development
- On state-mandated test days
- During the last week of school
- The day before or after a holiday
 - **Instructional staff (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). An absence immediately before and/or after a holiday will be without pay, unless a doctor's note is provided**
 - **Non-instructional staff will be considered on a case by case basis.**

Unused State Leave Days can be transferred to other schools and districts and will carry over to next school year.

Unused Local Days cannot transfer, but can be carried over while employed at APV. 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.

Unearned Leave Days: Employee leave days (state and local) need to be earned before being available for use. Therefore, if an employee needs to take a day before earning one, he/she will get a deduction in pay. Local days will be used first (if available), unless directed by policy.

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

Instructional staff (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.

Absences for Which No Leave Is Charged

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.

Professional Development

Absences resulting from professional development activities and school related meetings are not charged against leave days accumulated.

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.

Unpaid Leave

Family Medical Leave Act

The school is an eligible employer for Family Medical Leave Act (FMLA). The definition of an eligible employee and the policy is posted as required by federal law. An eligible employee is one who has been an APV-FFL employee for at least 12 months and worked at least 1,250 hours during the 12 months previous to the request. Before qualifying for FMLA, all local and state leave days will be exhausted. Also, an employee shall not earn local or state leave days, while using unpaid extended leave such as FMLA. The complete policy is posted as required by federal law in our website under the policies tab.

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.

Pregnancy/Maternity/ Absences

Employees may continue to work as long as 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.

Retirement

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 manager is Claudette Ayers. She can be reached at www.cayers@tpensions.com

Teacher Retirement System of Texas (TRS)

Membership in the Teacher Retirement System of Texas is required of 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

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.

Business Department

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.

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 over payment as soon as it is discovered.

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.

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.

Expense Reimbursements

Expenditures 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 was to attend a professional development conference. Forms can be found in SharePoint under the forms tab.

- Local Mileage:

Milage 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.**

Lost or Stolen Checks

If an employee's check 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 email from txeis@esc4.net for each pay period.

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.

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:

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.

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.

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).

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.

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 \$85 per day, plus occupancy taxes. This means \$85 (plus occupancy taxes) is the maximum that can be charged to 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.

Meals

Breakfast and lunch meals preceding an event or conference may not a reimbursable expense unless the event begins at mid-day. Dinner preceding a conference or event may-be reimbursable if the conference has a morning registration. The maximum meal reimbursement for overnight travel is \$46. In addition, the maximum for non-overnight, out-of-town travel is \$36. Actual meal receipts are required. A receipt must identify what was purchased. Remember that credit or debit card receipts, do not satisfy the receipt requirement.

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.

Personal Autos

Reimbursement for the use of personal vehicles, for school related travel, will be made at the rate of \$.485 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.

Rental Cars

Rental car costs are reimbursable when flying to out of town destinations. A determination 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.

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.

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 is responsible for local hotel occupancy taxes, but not sales taxes. Please carry a copy of our **Tax-Exempt Certificate** with you when traveling. The sales tax-exempt form can be found on APV SharePoint under Forms.

Reimbursement Requests

All expense reimbursement forms can be found on SharePoint under FORMS

Building Maintenance

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

Floors & Stairs

- Carpet - Inform the custodial staff 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.**

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.

Furniture

School furniture is accounted for in all instructional and administrative spaces. Please place a work order request for furniture 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.

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 be discarded.** Please eat breakfast prior to arriving for work.

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

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 appropriate departments/Main Offices for approval. Allow 1 week to obtain the necessary signatures. The Event Request Form can be found in SharePoint.

Walls

Only staples may be used to place instructional items on the walls. Please remove all staples from walls after removing displays. No tape is permitted on walls or whiteboards, especially packaging and double-sided tape.

Please remember to keep displays presentable. This also includes posting a learning objective, if the display is for instructional purposes.

Work Order Requests

Submit a **Maintenance Request** form to the custodial supervisor or the school secretary if you need to report a damaged or malfunctioning systems 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.

Important Hyperlinks Included in the Personnel Handbook

Student Code of Conduct

Amigoline

Violation of APV's Technology Acceptable Use Policy

Grievance

Discrimination/Harassment

Workers Compensation

Family Medical Leave Act

Employee Update Form

Expense Reimbursements for Mileage

Expense Reimbursements for Travel

Expense Miscellaneous Expense

Requisition Process-Purchase Orders

Purchase Policies

Travel Policy

Pre-Trip Expenses

Tax Exempt Status

Reimbursement Requests

Special Events

EMPLOYMENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of APV-FFL Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the 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, 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 have read and fully understand the contents of the Amigos Por Vida – Friends for Life Public Charter School Personnel Handbook.

Please **sign** and **date** this receipt and return it to the Human Resources Department. Thank you!

Print

Name

Signature

Today's Date