

I. Instructional responsibilities

A. Curriculum requirements/TEKS. A link to the TEA website providing the *Texas Essential Knowledge and Skills* for your subject area is located [HERE](#). Senate Bill 815 requires school districts, as a condition of accreditation, to provide instruction in the *Texas Essential Knowledge and Skills (TEKS)* at appropriate grade levels in all subjects of the required curriculum.

B. Textbooks. Every student in AISD should have access to a fine arts textbook – either in print format or a digital version. Every teacher should have a complete set of teaching materials. Please check your inventory closely to determine if it is adequate to meet the needs of your class enrollments. Students should not have to share textbooks. **Your campus principal or curriculum specialist will be responsible for ordering any additional textbooks you need.**

C. Instruction. You are expected to be actively engaged in teaching your students for the duration of the class period. Ensure that any viewing of videos supports the TEKS for your subject.

II. Professional responsibilities

A. Staff meetings. It is your responsibility to attend all campus meetings called by your principal.

B. Supervision of students. Be vigilant in the supervision of your students. **As long as there are students in your room, you or another teacher must be present at all times.** Be aware that if a student is injured, the district must be able to defend your whereabouts at the time of the incident. You are responsible for the safety of your students every moment they are assigned to you.

III. Calendars

A. Master Calendar. The Fine Arts Calendar is posted on the [Fine Arts Website](#). To ensure accuracy, frequently check the calendar for your events. The Fine Arts secretary will send a calendar link via email once a month as a reminder. Please check your information for accuracy and send any edits/updates to meghann.kilchrist@abileneisd.org.

There are to be no events on Sundays (at all) or Wednesdays (after 6:00p.m.), unless permission is granted by the Superintendent. You must go through the Fine Arts Office to begin the process.

B. AISD Field Trips. The *AISD Field Trips* schedule can be found [HERE](#). This information may be beneficial in your lesson planning as the document will include all district-wide field trips.

C. Young Audiences of Abilene Schedule of Schools. A schedule of this year's schools receiving presentations from Young Audiences of Abilene can be found [HERE](#).

IV. Art Programs

Many programs and opportunities are available for art students and educators in our district. The Visual Arts Calendar found [HERE](#) that clarifies participation requirements.

A. Youth Art Month. All art educators are required to participate in YAM. Please view the information [HERE](#).

B. TCHC Scarecrow Festival. All art educators are required to participate in this. Please view the information and requirements [HERE](#) and contact the fine arts office with any questions.

C. TAEA and Texas Elementary Art Meet (TEAM). In order to give all students the opportunity to participate in UIL and UIL equivalent opportunities, we require that all certified art educators participate in the above art competitions.

D. Art Rotation. The *One AISD Center Art Display Rotation Schedule* can be found [HERE](#). The *Exhibitor Info Form* for Rotation 1 can be found on the Google Drive. There are 3 rotations, 1st rotation, 2nd rotation, and the district-wide show. Details are located in the rotation memo.

E. District Art Show. Each campus participated in the District Art Show as well as the fine arts rotations at One AISD Center.

V. Travel

A. Transportation Information. Detailed information regarding transportation procedures can be found [HERE](#). Please take the time to review this document thoroughly.

B. Travel Request/Expense Statement Instructions. Meals will be reimbursed at \$7.00 when traveling with students. **No meal \$ for day trips without kids.** Conference meals are at per diem. If the hotel provides breakfast, you will not be reimbursed that money. *Travel Request/Expense Statement Instructions and examples:* Conference travel no students [HERE](#), day trips with students [HERE](#), and overnights with students [HERE](#).

C. The *Hotel Tax Exempt Form* is found [HERE](#).

D. State Sales Tax Exempt Form should be used at the hotel for parking. This form is found [HERE](#).

E. You have five (5) business days to reconcile your travel form in person with the Fine Arts secretary. Please schedule an appointment to insure someone is in the office to assist you.

F. Use of Travel Websites. Employees may not use travel websites to make arrangements for travel – lodging, airfare, car rentals, etc. This includes Hotwire, Expedia, Airbnb, and the like. Contact accounting if you have questions regarding travel.

G. Flights. Must be approved by the Superintendent prior to booking.

VI. Elementary Fine Arts Class Schedule form

Please complete and return the form **by e-mail** to the Fine Arts office no later than **Friday, September 3rd**. The form is available on the Google Drive, Internal Docs, and [HERE](#).

VII. Grading policy

A. The most recently revised *Abilene Independent School District Grading Policy* can be found [HERE](#) (will update soon).

B. After unsuccessful attempts previous sessions, legislators finally approved a provision in HB 5 requiring local school boards to adopt and strictly enforce a policy limiting removal of students from academic classes for remedial tutoring or test preparation (Fine Arts classes are defined by law as academic). A school may not remove a student more than ten percent (10%) of the days the class is offered without the permission of the parent. The bill requires students to be in class ninety percent (90%) of the days the class meets (except under extenuating circumstances not related to remediation) to receive a credit or final grade, and clarifies that such policy applies not just to high school but to all academic classes in grades K-12.

VIII. Purchasing procedures

A. Requisitions. Each Campus has designated persons to enter requisitions. If you do not know who your designated persons are, please contact your front office.

B. Approved Vendors. It is imperative that AISD employees use Approved Vendors. If you have questions regarding approved vendors, please contact our office. **Please note:** This now includes purchases made with Student Activity Account funds. Student Activity Account funds require a purchase order.

C. Software Downloads. Any software you purchase to download on a laptop or desktop owned by AISD must be pre-approved and installed by the AISD technology department. You can click on the *411* icon on your desktop and see software pre-approved to download on your computer. If you want additional software, please let the Fine Arts office know. Often, we can negotiate a better rate.

IX. Conventions/conferences

A. Art and Music

1. Texas Art Educators Association Conference – November 4 - 6, 2021.
2. Texas Music Educators Association Convention – housing opens Nov. 4, 2021. Conference February 9, 2022 to February 12, 2022.

B. Campus approval. You must request permission from your campus administration to attend a conference.

C. Registration. Our office will cover the **pre-registration** fee for elementary Fine Arts teachers who attend their conference/convention. Register early as on-site registration usually costs more. Attach your registration receipt to your *Travel Request/Expense Statement*. **Reconcile your *Travel Request/Expense Statement* within five (5) days following the trip.** We will add the budget code and turn into the business office.

D. Substitute request. Submit your substitute request in a timely manner. Please be conservative in your request for time out of the classroom. Communicate your plans in writing to your principal.

E. Transportation costs. Our office will cover the cost of an AISD suburban (carrying **four or more** passengers) Fine Arts teachers who attend their conferences/conventions. *If you choose to drive your own vehicle, our office will not reimburse you for that expense.* You can find the transportation (suburban) request form [HERE](#). Please turn this form, *including names of all passengers* to the Fine Arts Office. The Fine Arts office will arrange transportation and make adjustments if needed.

F. Employee Absence from Duty Form. Submit your *Employee Absence in Frontline* prior to the conference. Mark the absence as *School Business*.

G. Funding. Will be through the Fine Arts Office. Each teacher will be funded **up to** \$650 for conference expenses. Teachers are encouraged to **room together and ride together utilizing AISD vehicles**. AISD will cover parking fees for district vehicles.

X. UIL Music Memory and UIL Art. We will continue to offer these events at the Elementary UIL Contest which will be held on March 5, 2022 at Cooper High School.

XI. Eligibility

A. Eligibility Chart. The UIL *Eligibility Chart* can be found on the Website, in the *Google Drive* and [HERE](#).

B. TEA-UIL Side-by-Side. The *TEA-UIL Side-by-Side* link can be found [HERE](#). It is also located on the Fine Arts Webpage. You may find answers to some of your questions in this document. If you have additional questions or concerns regarding eligibility, call or email the Fine Arts office.

XII. Star Grants. The Abilene Education Foundation awards Teacher Grants to teachers with innovative ideas to continue quality education in Abilene. Teachers may propose projects that pilot programs, test theories, enhance learning, or otherwise directly benefit students. The deadline for 2021-2022 applications is **August 27th, 2021 at 11:59pm**. About 10% of the grants awarded in 2020-2021 were to our Fine Arts teachers! Applications for Star Grants are available at <https://www.abileneisd.org>, and on the AEF website. In addition, great tips for writing a Star Grant Application are available on their website. It's not too late!

XIII. Miscellaneous

A. Black-out dates. Do not schedule any field trips or extracurricular/co-curricular activities that result in student absences from class during or just prior to testing dates. See the testing calendar [HERE](#). A list of Blackout Dates are [HERE](#).

B. Advice

1. Take time to reflect on emails/letters to parents, teachers, or a principal that might contain a harsh tone. Write professionally and check spelling and grammar.
2. Be extremely selective as to what you write in e-mails. Remember that school emails are public property and subject to information requests. A phone call is often the best way to resolve an issue. Never include a student's full name.
3. Wait twenty-four (24) hours before sending emails that are controversial in nature. Edit and soften the tone. In the end, you may decide not to send it.

C. Liability insurance. You are encouraged to purchase liability insurance. Many of the teacher organizations offer affordable insurance.

D. Teacher contract time. Teachers are to report to their assigned campus no later than the beginning of the contract time and are not to leave before the end of the contract time without following campus procedure for leaving campus during the work day. Staff development days and work days are considered to be normal contract days.

XIV. Abilene Philharmonic

Terry Graham has worked with the Abilene Philharmonic this summer to create the teacher's resource guide for the student concerts. The dates for the student concerts are **March 3, 2022 and March 4, 2022**. This year's final schedule of the Philharmonic concerts will be available in mid-September, once we review enrollment. To see the schedule look [HERE](#).

XV. *The Nutcracker* performances at the Paramount Theatre

The Abilene Ballet Theatre performance of *The Nutcracker* for 4th grade students will be held on **Friday, November 19, 2021**, at the Paramount Theatre. This year's schedule may be found [HERE](#).

XVI. City Sidewalks

Once again, the students of Abilene ISD will present the entertainment for the Downtown Association's City Sidewalks on **Tuesday, November 30, 2021**. One AISD Center will be hosting an open house that evening. If you are interested in participating in City Sidewalks, please print out and complete the memo form found [HERE](#). Have it signed by your principal, and return it to our office by **Friday, September 3, 2021**.

XVII. Kodaly Teacher Training

A. Participants. AISD continues to encourage you to participate in the Kodaly & Orff teacher training programs. All expenses up to the allotted per diem are covered by the district. We will be returning to MSU (Kodaly), Texas Tech (Kodaly), and SMU (Orff) for the training next summer. Refresher courses are also available at Texas Teach each summer.

XVIII. Fine Arts Laptops and iPads

It is imperative that a teacher return their laptop to our office when they retire or resign from the district if the laptop was provided to them by the Fine Arts office. We will then be able to issue that laptop to another Fine Arts teacher (if the laptop is still functional). The same is true for iPads. Do NOT leave laptops plugged in. This practice will result in a battery that will not hold a charge.

XIX. Inventory

Please check and maintain your instrument inventory in Excel.

XX. Fingerprinting

Fine Arts teachers and directors must make sure all accompanists, hourly workers, and anyone else who works with your students, are fingerprinted. This must be done **prior** to their working for you. The workers **will not be paid** by AISD unless their fingerprinting process is **completed prior to the dates** of their services. Have any contracted employees contact the Fine Arts office for assistance.

XXI. AISD-TV requests

Please email your requests for AISD-TV to stream your event/performance to Rob Westman (rob.westman@abileneisd.org) or Randy Cluck (randall.cluck@abileneisd.org) as soon as possible. **They do not automatically video your event if it is on the *Fine***

Arts Calendar of Events. Remember to notify Rob or Randy of any changes in the date, time, or location of your event/performance!

AISD-TV can no longer broadcast recordings of concerts, musicals, dance recitals, or elementary music programs. On a limited basis, they can Livestream some events, depending on their schedules. Contact Rob.Westman or Randall.Cluck to request this service.

XXII. Social Media

Social media accounts at the elementary level for fine arts are left to the discretion of the campus principal. Campus social media accounts for elementary campuses are managed by onsite administrators. To determine if your campus has an official social media account, please see the AISD social media directory [HERE](#).

To promote your program, speak with the campus administrator in charge to determine the format in which you may send images and text to be posted by the campus social media administrator. For additional information on creating or managing posts for social media, please see the AISD Social Media Guidelines page [HERE](#).