

I. Instructional responsibilities

A. Curriculum requirements/TEKS. A copy of the *Texas Essential Knowledge and Skills* for your subject area can be found [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. 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 Fine Arts textbooks. **Your campus principal or curriculum specialist will be responsible for ordering any additional textbooks you need.**

II. Professional responsibilities

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

B. Roll check. Be diligent in taking the time to check your roll. Accurate and timely attendance records are necessary.

C. Supervision of students. Be vigilant in the constant 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 accident. **Keep your students in your classroom until the bell rings!** You are responsible for the safety of your students every moment that they are assigned to you.

D. Absent from duty

1. Teachers may take five (5) sick days in a row, after which the time must be approved by a medical doctor and Human Resources.
2. Personal days must be approved by your principal ahead of time.

E. 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.

F. Programmatic or financial decisions. It is imperative that directors and teachers consult the Fine Arts Director before making any changes that are programmatic in nature. This would include items dealing with budgets, class schedules, travel, or other curricular matters.

G. New Course Requests. Due by September 1 for the following school year.

III. Calendars

A. Master Calendar. The Fine Arts Calendar is posted on the Fine Arts webpage ([HERE](#)). 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 to meghann.kilchrist@abileneisd.org.

B. Sundays and Wednesdays. 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 Director to begin the process.

IV. **AISD-TV requests.** Please e-mail your requests for AISD-TV streaming of your events/performances to Rob Westman (rob.westman@abileneisd.org) or Randy Cluck (randall.cluck@abileneisd.org) as soon as possible. **They do not automatically stream 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!

V. **Travel**

A. **Transportation Information.** Detailed information regarding transportation procedures can be found [HERE](#). Please review this memo thoroughly.

B. **Travel Request/Expense Statement Information.** There are no changes to the AISD travel policy this year. *Travel Request/Expense Statement Instructions and examples:* Conference travel no students [HERE](#), day trips with students [HERE](#), and overnights with students [HERE](#).

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

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

E. **In-state and out-of-state student travel.** A Student Trip Request Packet, found [HERE](#), should be sent to the campus principal for signature, and then forwarded to the Fine Arts office for approval by the Director of Fine Arts and the Associate Superintendent for Curriculum & Instruction.

F. **Out-of-state and out-of-country student travel.** A Student Trip Request Packet, found [HERE](#), should be sent to the campus principal for signature, and then forwarded to the Fine Arts office. The request must be approved by the Director of Fine Arts, the Associate Superintendent for Curriculum & Instruction, as well as the Superintendent before going to the Abilene ISD School Board (out of country only) for final approval.

G. **Student absences.** With approval, **up to two (2) school days** may be missed due to a school organized trip. Students will not be excused from class any additional class periods for such a trip.

H. **School sponsored trips.** Parents, chaperones, and sponsors are to refrain from drinking alcohol while on school sponsored trips. Please cover this information with adults prior to departure.

I. **Sponsors on trips.** It is suggested that you maintain a 10-1 student to sponsor ratio on trips. This includes any coaches or directors travelling with the organization.

J. **Meal money.** Employees will be paid the student meal rate when travelling with students for day trips (\$7 per meal). Per diem (up to \$35 daily-based on departure & return times) will be paid **only** for attendance at conferences and travel with students that requires an overnight. Employee day trips for meetings **will not include** meal reimbursement. Please include bus drivers at **adult employee per diem on overnight travel requests**. Charter drivers are not to receive any funds for meals.

VI. **Above-District Travel Information**

Detailed information regarding above-district travel procedures can be found [HERE](#). Please review this memo thoroughly.

VII. **Eligibility**

A. **Eligible/Ineligible Dates (No Pass, No Play).** The *Eligibility Chart* can be found [HERE](#).

B. **TEA-UIL Side-by-Side.** The TEA-UIL Side-by-Side may be found [HERE](#). A link to this information is also located on the Fine Arts webpage. You may find answers to

some of your questions here. If you have additional questions or concerns regarding eligibility, do not hesitate to call the *Fine Arts* office.

VIII. Grading policy

A. AISD Policy. The most recently revised *Abilene Independent School District Grading Policy* will be located [HERE](#).

B. HB 5. HB 5 requires 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.

IX. Award policy (High School Letter Jacket or Blanket)

The Abilene Independent School District *Fine Arts Letter Jacket/Blanket Policy* can be found [HERE](#). It is the responsibility of each Fine Arts teacher to follow the policy exactly as stated.

X. 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. This also applies to Student Activity Accounts which now 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.

D. 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.

XI. Conventions/conferences

A. Conferences

1. Texas Educational Theatre Association – September 29, 2021 to October 2, 2021
2. Texas Speech Communication Association Convention – October 13, 2021 to October 16, 2021.
3. Texas Art Educators Association Conference – November 4, 2021 to November 6, 2021
4. Texas Thespian State Festival – November 18, 2021 to November 20,
5. Texas Dance Educators Association Convention – Not Updated
6. Texas Music Educators Association Convention – 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 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*. **Please 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. 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.

E. Employee Absence from Duty Form. Submit your *Employee Absence in TEAMS* prior to the conference. Mark the absence as *School Business: Staff Development*.

F. Funding. 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 not reimburse mileage for those who choose to take their own vehicle. AISD will cover parking for district vehicles.**

XII. 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 VASE, JR VASE, and 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. Please see [HERE](#) for District Show.

XIII. 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 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 <http://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.

XIV. 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 testing calendar [HERE](#) and black-out dates [HERE](#).

B. Advice

1. Never send any written documentation to parents, teachers, or a principal that has not been carefully reviewed.
2. Be **extremely** selective as to what you write in e-mails. Never send an e-mail that you would feel uncomfortable reading on the front page of the *Abilene Reporter-News*. Most issues can be resolved using a telephone or a live conference.
3. Wait twenty-four (24) hours before sending emails that might contain sensitive information. Edit content and soften liberally. 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. CPR/AED/First Aid training. CPR/AED/First Aid certification is required by law of all public school employees who work or travel with students after school hours. If you require certification and were unable to attend the training provided in June, you are responsible for scheduling and paying for your own CPR/AED/First Aid certification. Once you have received your certification card, please pony or e-mail a copy of that document to Fine Arts office no later than **Friday, September 3, 2021**.

E. Results of competitions. Please report the results of any of your student's competitions thoroughly and accurately **immediately following the event, using the form located [HERE](#) (art, theater, academic) and [HERE](#) (music), or on the *Google Drive*, so that all results are reported in a consistent format**. Visibility is a very important aspect of promoting Fine Arts! It is imperative that our office has this information to relay to the *Abilene Reporter-News*, the superintendent and administration, and the school board members as quickly as possible. It is essential that the report be accurate with the correct spelling of the student names.

F. ATEMS Fine Arts programs. ATEMS students are allowed to take band, choir, orchestra, or AP art at the high school in the attendance zone according to their home address. AISD will again be providing transportation between the campuses for that program.

G. Fundraising policy. You may locate our district's fundraising policy [HERE](#).

H. Pianists. Accompanists must complete the fingerprinting process **prior** to working with students. All Accompanists/Temporary Employees must have the Temporary Employee paperwork filled out with Human Resources. Please inform Meghann Kilchrist who you plan to use prior to their first day of work, even if person has worked for the District in the past, or is currently working for the District, as we **must complete paperwork every year – for every campus AND every program (band, choir, orchestra, elementary music, theater, dance, etc.)**

I. Texas Administrative Code/Educators' Code of Ethics. [HERE](#) is the link to the Educator's Code of Ethics. Please take time to review this link.

XV. University Interscholastic League

A. Professional Acknowledgement Form. Every school district in Texas must have a *Professional Acknowledgement Form* on file for each sponsor or director of students participating in activities of the University Interscholastic League. If you received a *Professional Acknowledgement Form* from the Fine Arts office, please complete it and have it notarized. It is also located [HERE](#).

B. *Booster Club Guidelines.* [HERE](#) are the *UIL Booster Club Guidelines*. Please read this document carefully. Make sure that you follow these UIL guidelines and policies.

C. *UIL/TEA Side by Side.* A link to the UIL/TEA Side-by-Side document is available on the Fine Arts website ([HERE](#)). The document is also located on the *Google Drive* in the *Fine Arts* folder. Teachers should read and understand the document.

D. *Marching Band Safety Training.* Each member of the marching band staff will be required to complete the safety training course found on the UIL website. Proof of completion of the course should be sent to the Fine Arts office.

E. *Eight-hour Rule Parent/Student Acknowledgement Form.* Marching Band Directors need to have a form ([HERE](#)) on file for all band members. A link to this form can be found on the AISD Fine Arts website. We will purge files annually.

F. *Marching Band Physicals.* Physicals will be required for each student annually.

G. *Middle School Academic UIL Contest.* The 2021-2022 Middle School Academic UIL Contest is February 5, 2022 at Cooper High School.

XVI. City Sidewalks

Once again, the students of Abilene ISD will present the entertainment for the Downtown Association's City Sidewalks on **Tuesday, November 20, 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](#).

XVII. 7th Grade Students Opera Field Trip

No opera field trip is scheduled at this time.

XVIII. Hourly Employees

All new hourly employees will be interviewed by the Executive Director of Fine Arts. Fine Arts teachers and directors must ensure all hourly employees, accompanists, and anyone else who works with students will be fingerprinted. This process must be completed *prior* to their start date. The workers will not be paid by AISD unless their fingerprinting process is completed prior to the dates of their services.

XIX. Private Music Lesson Program

A. *Private Music Lesson Program Handbook.* The handbook may be found on the Fine Arts Website.

B. *Approved instructors*

1. Those who are interested in becoming an instructor in our Private Music Lesson Program must meet all of the requirements listed on the applicant letter, found on the Fine Arts webpage ([HERE](#)) of the Abilene ISD website, before their names will be added to the *Approved Instructor List* (found [HERE](#)). All new private lesson instructors must attend an Orientation Session and obtain an ID badge from the Print Shop at One AISD Center, to be worn while on any AISD campus.
2. All private lesson teachers must wear AISD ID badges while on campuses.
3. Instructors cannot teach students on AISD campuses if their name is not on the list of approved instructors.

4. Lesson scholarships may be available only for students taking lessons from instructors who are on the *Approved Instructor List*.

C. Student scholarships. Students can receive scholarships for private lessons as it states in the handbook, the amount of the scholarship is determined by the director of the program based on merit and need. If you award a scholarship, it needs to run the entire school year. If your booster club or student activity account cannot support scholarships, do not award them.

XX. Instrument and equipment inventory

A. Band and orchestra instrument/equipment inventory

Thank you for all of your help in securing accurate instrument inventories. I appreciate your hard work in preparing for the annual end-of-school inventory. As a reminder, you are responsible for maintaining and updating your campus files on CutTime.

B. Fine Arts Laptops

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. Do NOT leave laptops plugged in. This practice will result in a battery that will not hold a charge.

C. Procedures for removal from inventory

All items to be removed from inventory must be reviewed in person by the Director of Fine Arts. You may locate a copy of the *AISD Capital Asset Relocation/Removal From Inventory Form* found [HERE](#). Send one copy to your designated campus administrator, one copy to accounting, one to the warehouse, one to the Fine Arts Office, and keep one for your records.

XXI. Remind

A. Teachers should not have student cell numbers and contact information in their personal cell phones.

B. Refrain from using cell phone text messages from personal cell phones.

C. Teachers, coaches, sponsors are asked to use Remind to send pertinent messages to students, parents, and chaperones.

XXII. Social Media

Employees who wish to manage a campus social media account for their program (for example, Mann art or Clack choir), may utilize Twitter, FaceBook or Instagram. The account must have the Digital Media Communication Specialist (Charles Caddell) added as an administrator. Your account will also be added to the social media directory found [HERE](#). Please have the Executive Director of Fine arts like or follow the page. For additional information and requirements, please see the AISD Social Media Guidelines page [HERE](#).

XXIII. UIL Constitution and Contest Rules

A. <https://www.uil texas.org/policy/constitution>. You are responsible for knowing and following the rules established in this book.

B. UIL sponsors must sign and submit the UIL Professional Acknowledgement Form and have it notarized. Meghann Kilchrist is a notary.