2018–2019
Employee Handbook

Killeen Independent School District
Administration Building
200 N. W.S. Young Drive
P.O. Box 967
Killeen, TX 76543
(254) 336-0000
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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Director for Professional Human Resources.

This handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies may be accessed on line at https://pol.tasb.org/Home/Index/166.

This handbook is available online at: (https://www.killeenisd.org/WebData/DocumentViewer/EmployeeHandbook.pdf).

The following is a recommended list of employment policies that all employees should be familiar with:

DAA—Equal employment opportunity
DAB—Genetic nondiscrimination
DBAA—Criminal history and credit reports
DBD—Conflict of interest
DC Series—Employment practices
DEA Series—Salaries and wages; incentives and stipends
DEC Series—Leaves and absences
DF—Termination of employment
DFAC—Return to probationary status
DFB Series—Termination or nonrenewal of term contracts
DFD—Hearings before hearing examiner
DFE—Resignations
DFF—Reduction in force
DFFA—Reduction in force due to financial exigency
DFFB—Reduction in force due to program change
DG—Employee rights and privileges
DGBA—Employee complaints/grievances
DH—Employee standards of conduct DHB—Reports to SBEC
DHE—Searches and drug/alcohol testing
DI—Employee welfare
DIA—Discrimination, harassment, and retaliation
DK—Assignments and schedules
DN Series—Performance appraisal
A Message from John Craft  
Superintendent of Schools

Dear KISD Team Member,

Welcome to the Killeen Independent School District. As we embark upon another school year, we are incredibly excited for our returning employees and congratulate our new employees as they join a wonderful District. You, as a valued employee of the KISD Team, are the key ingredient to a successful school year.

As we open the doors to our 32 Elementary Campuses, 11 Middle Schools, 5 High Schools including the Early College High School, and 5 Special Campuses this year, we prepare to collectively impact the lives of approximately 45,000 students. Through our positive daily interactions and by fostering meaningful relationships with our students and with one another, we will undoubtedly experience and celebrate amazing accomplishments throughout the year.

This success will continue to be a direct result of the KISD Team Effort exemplified by our bus drivers dedicated to safely transporting students to and from school, our support staff ensuring our campuses are clean and fully functional for daily operations, our administrators and Board of Trustees committed to providing necessary support to students and staff, and of course our teachers driven to deliver the highest quality instruction each and every day. Our mission remains: To Teach So That Students Learn to Their Maximum Potential. This is possible through the hard work and the dedication on the part of the entire KISD TEAM! For this tremendous commitment and effort, I offer my sincere appreciation.

The purpose of this handbook is to provide you with a source of information intended to answer frequently asked questions pertaining to the Killeen ISD Policies and Procedures. The information includes, but is not limited to, answers regarding pay and benefits, employment law, personnel management and administration, and your rights and obligations as an employee of the District. I believe you will find the information helpful and will assist you in having a successful school year.

I wish you all the very best this school year and I hope your experiences with KISD are Excellent by all accounts.

Sincerely,

John M. Craft, Ed.D.  
Superintendent of Schools  
Killeen Independent School District
District Information

Description of the District
The Killeen Independent School District is located in the heart of Central Texas. The District serves the communities of Killeen, Fort Hood, Harker Heights, and Nolanville. It covers an area of more than 400 square miles with a combined population in excess of 150,000. The District operates the following schools:

- High Schools 5
- Middle Schools 11
- Elementary Schools 32
- Career Center 1
- Alternative Campuses 4

The District serves approximately 45,000 students with a workforce of over 7,000 employees.

Directional Plan

Vision: Through the implementation of a full, innovative, rigorous, comprehensive education program, KISD will provide superior learning opportunities so that upon graduation, students are prepared for success in the workforce and/or in higher education.

Mission: Teach so that students learn to their maximum potential.

Objectives:
- Achievement
- Responsiveness
- Classroom Support
- Leadership Development
- Financial Accountability

Values:
- Teamwork
- Quality
- Integrity
- Caring Attitude
- Maximum Effort
- Innovation

District Goals, 2018-2019
- Killeen ISD will maintain rigorous standards of achievement to prepare all learners for graduation and post-secondary success.
- Killeen ISD will recruit, employ, develop, and retain a highly effective staff that proactively engages students for success.
- All Killeen ISD personnel will promote effective parental and community involvement through communication, participation, and partnerships in accomplishing the District's goals.
- Killeen ISD will provide a safe, healthy, secure, and orderly environment for students, staff, families and community.
- Killeen ISD will maintain efficient and effective management of resources and operations to maximize learning for all students and staff.
Board of Trustees
*Policies BA, BB series, BD series, and BE series*

**Current Board of Trustees**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corbett Lawler</td>
<td>President</td>
</tr>
<tr>
<td>Minerva Trujillo</td>
<td>Vice President</td>
</tr>
<tr>
<td>Susan Jones</td>
<td>Secretary</td>
</tr>
<tr>
<td>Shelley Wells</td>
<td>Trustee</td>
</tr>
<tr>
<td>JoAnn Purser</td>
<td>Trustee</td>
</tr>
<tr>
<td>Marvin Rainwater</td>
<td>Trustee</td>
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</tbody>
</table>

Texas Law grants the Board of Trustees the power to govern and oversee the management of the District’s schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, facilities, and employment of the Superintendent and other professional staff. The Board has complete and final control over school matters within limits established by state and federal laws and regulations.

The Board of Trustees is elected by the citizens of the District to represent the community’s commitment to a strong educational program for the District’s children. Board members are elected on a rotating basis annually and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District.

The Board usually meets on the second Tuesday of each month in the Board Room at the KISD Administration Building, 200 North W. S. Young Drive in Killeen. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and on the bulletin board at the front entrance of the Administration Building at least 72 hours before the scheduled meeting time. The written notice will announce the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session, from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations; real property acquisition; certain personnel matters including employee complaints; security matters; student discipline; or consultation with attorneys regarding pending litigation.

Agendas will be provided for visitors. Time is set aside at the beginning of the regular meeting to recognize visitors who would like to address the Board and are not on the agenda. Trustees request that those persons wishing to address the Board fill out a form stating their name, address, and group they represent, if any. Visitors are asked to limit their remarks to three minutes.
School Calendar
The approved school calendar is published annually and can be found on the District website: https://killeenisd.org/WebData/DocumentViewer/districtcalendar2018-2019.pdf

Central Administration
John Craft, Ed.D., Superintendent
DesMontes Stewart, Ed.D. Deputy Superintendent
Diana Miller, Assistant Superintendent for Curriculum & Instruction
David Manley, Assistant Superintendent for Instructional Leadership
Jo-Lynette Crayton, Executive Director for Elementary Operations
Steve Hudson, Executive Director for Elementary Operations
Susan Buckley, Ed.D., Executive Director for Secondary Operations

Helpful Contacts
From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors at the campus or department level, the employee is encouraged to contact the appropriate department.

Employment Contacts (Human Resources/Benefits/Payroll)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Cook, Chief Human Resources Officer</td>
<td>336-0043</td>
</tr>
<tr>
<td>Julie Reynolds, Director for Professional HR</td>
<td>336-0051</td>
</tr>
<tr>
<td>Audra Stanley, Coordinator for Professional HR (Certification)</td>
<td>336-0052</td>
</tr>
<tr>
<td>Amy Ybarra, Coordinator for Professional HR (Elementary)</td>
<td>336-0060</td>
</tr>
<tr>
<td>Julie Burke, Coordinator for Professional HR (Secondary)</td>
<td>336-0047</td>
</tr>
<tr>
<td>Denise Pennington, Coordinator for Professional HR (Special Education)</td>
<td>336-0047</td>
</tr>
<tr>
<td>Frank Crayton, Director for Auxiliary HR</td>
<td>336-0058</td>
</tr>
<tr>
<td>Bruce Minzenmayer, Coordinator for Auxiliary HR</td>
<td>336-0062</td>
</tr>
<tr>
<td>Sherri Worley, Coordinator for Auxiliary HR</td>
<td>336-0062</td>
</tr>
<tr>
<td>Tina Cole, Director for Employee Relations/FMLA</td>
<td>336-0045</td>
</tr>
<tr>
<td>Michael Pointer, Coordinator for Employee Benefits/Risk Management</td>
<td>336-0068</td>
</tr>
<tr>
<td>Ann Clark, Employee Benefits Specialist</td>
<td>336-0165</td>
</tr>
<tr>
<td>Leedra Larry, Payroll Specialist</td>
<td>336-0025</td>
</tr>
<tr>
<td>Renita Wright, Payroll Analyst</td>
<td>336-0033</td>
</tr>
</tbody>
</table>

Academic and Student Services Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Elementary Curriculum and Professional Development</td>
<td>336-0227</td>
</tr>
<tr>
<td>Bilingual/ESL/Migrant Academics</td>
<td>336-0210</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>336-3800</td>
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</table>
### Academic and Student Services Contacts (continued)

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Dyslexia/504 Services</td>
<td>336-0374/0215</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>336-6300</td>
</tr>
<tr>
<td>Gifted and Advanced Academics</td>
<td>336-0360</td>
</tr>
<tr>
<td>Guidance and Counseling</td>
<td>336-0282</td>
</tr>
<tr>
<td>Health Services (Student)</td>
<td>336-1684</td>
</tr>
<tr>
<td>Instructional Leadership</td>
<td>336-2650</td>
</tr>
<tr>
<td>Library Services/Digital Learning</td>
<td>336-2677</td>
</tr>
<tr>
<td>Parent Educator Corner</td>
<td>336-6838</td>
</tr>
<tr>
<td>School Improvement &amp; Academic Interventions</td>
<td>336-5031</td>
</tr>
<tr>
<td>Secondary Curriculum and Professional Development</td>
<td>336-0215</td>
</tr>
<tr>
<td>Special Education</td>
<td>336-0366</td>
</tr>
<tr>
<td>Student Services</td>
<td>336-2822</td>
</tr>
<tr>
<td>Teacher Media Center</td>
<td>336-1746</td>
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</tbody>
</table>

### Support Services Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Accounts Payable</td>
<td>336-0013</td>
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<tr>
<td>Assessment and Accountability</td>
<td>336-0319</td>
</tr>
<tr>
<td>Athletics</td>
<td>336-2673</td>
</tr>
<tr>
<td>Cleaning Services</td>
<td>336-0077</td>
</tr>
<tr>
<td>Communications Services</td>
<td>336-0065</td>
</tr>
<tr>
<td>Community Relations</td>
<td>336-1707</td>
</tr>
<tr>
<td>Education Foundation</td>
<td>336-0182</td>
</tr>
<tr>
<td>Environmental Compliance</td>
<td>336-0071</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>336-0075</td>
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<tr>
<td>Mail Room</td>
<td>336-0141</td>
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<tr>
<td>Maintenance</td>
<td>336-0192</td>
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<tr>
<td>Construction Services</td>
<td>336-0079</td>
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<tr>
<td>Police</td>
<td>336-2815</td>
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<tr>
<td>Print Shop</td>
<td>336-0576</td>
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<tr>
<td>Property Management</td>
<td>336-0581</td>
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<tr>
<td>Purchasing</td>
<td>336-0104</td>
</tr>
<tr>
<td>Safety</td>
<td>336-2810</td>
</tr>
<tr>
<td>School Nutrition</td>
<td>336-0775</td>
</tr>
<tr>
<td>Technology Help Desk</td>
<td>336-2999</td>
</tr>
<tr>
<td>Technology Information Systems Management</td>
<td>336-2747</td>
</tr>
<tr>
<td>Technology Operations</td>
<td>336-2749</td>
</tr>
<tr>
<td>Transportation</td>
<td>336-0138</td>
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</tbody>
</table>
Employment

Human Resources
The Professional Human Resources Department includes contracted employees of the District. The Auxiliary Human Resources Department includes classified and paraprofessional employees. Classified employees are non-contract, non-exempt, hourly paid employees (custodians, carpenters, bus drivers, etc.) who are paid by the total hours worked in each pay period. Paraprofessional employees (i.e., secretaries, clerks, and instructional aides) are non-contract, non-exempt, hourly paid employees whose wages are annualized and divided equally over the pay year. Cooks, crossing guards, and some bus drivers also receive annualized pay.

Equal Employment Opportunity
Policies DAA, DIA
KISD provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. As an exception to the policy stated above, the Board may employ an individual on the basis of the individual’s religion, sex, national origin, or age in those certain instances where religion, sex, national origin, or age is a bona fide occupational qualification reasonably necessary to the normal operation of the District. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities. Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Professional Standards Administrator at 336-0041.

Harassment Prohibited
KISD expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, military status, or status in any group protected by state or local law. Improper interference with the ability of KISD’s employees to perform their expected job duties is not tolerated and may result in disciplinary action, up to and including, termination of employment. See Board policy DIA (Local) for more information.

Sexual Harassment
Sexual harassment of students, employees, or unpaid interns is prohibited. For detailed information regarding the District’s policy on sexual harassment, please consult Board Policies DIA and FFH, reprinted in this handbook at Appendix A (DIA) and Appendix B (FFH).

Nondiscrimination Against and Accommodation of Individuals with Disabilities
KISD complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. KISD also provides reasonable accommodations for such individuals in accordance with these laws.
Complaint Procedure
Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. Fights between employees, physical assaults, unwelcome touching, name calling, and/or slurs directed at a person because of his or her race, color, sex, religion, national origin, age or disability are expressly prohibited.

If you experience any job-related harassment based on your sex, race, color, religion, national origin, age, disability, or another factor, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the head of your department or to the Director for Employee Relations at 336-0045, who will ensure that an investigation is undertaken. Your complaint will be kept confidential to the maximum extent possible. If KISD determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee, up to and including, termination of employment.

KISD prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. If you experience retaliation as a result of filing a complaint or participating in an investigation, you should immediately report it to the head of your department, the Director for Employee Relations, or to the Office of the Superintendent.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact the District Title IX Coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact the District ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Professional Standards Administrator, 336-0041.

Title II/ADA/Section 504 Coordinator
(For Employees) The District designates the following person to coordinate its efforts to comply with and carry out its responsibilities under Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973.
Name: Tina Cole
Position: Director for Employee Relations
Address: P.O. Box 967, Killeen, 76540-0967
Telephone: (254) 336-0045

Title IX Coordinator
(For Employees) The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:
Name: Courtney Dickey
Position: Professional Standards Administrator
Address: P.O. Box 967, Killeen, Texas, 76540-0967
Telephone: (254) 336-0041
Job Vacancy Announcements
Policy DC
Announcements of job vacancies by position are posted on a regular basis to the District website (https://killeen.tx01.teams360.net/submission/EntryPointBrowseJobPostingsAction.do?applicant.Type=external). Each applicant for employment must complete an online job application. The information contained in the application will be verified.

Recommendations for employment are based on qualifications, experience, aptitude, and other considerations. District personnel are encouraged to apply for open positions within the District for which they are qualified and have an interest.

Selection
Policies DAB, DC
The Killeen Independent School District seeks to select highly qualified staff in both auxiliary and professional positions, based on their relative academic or technical preparation, proper certification (if applicable), skills, experience, recommendations and references, evaluation, suitability for the position, and the needs of the District. These criteria are not rank-ordered and may be considered in whole or in part when making such decisions.

Physical Examinations
Policy DBA
Applicants selected for bus driver and police officer positions must pass a physical examination required by the Texas Education Agency. This physical examination must be updated annually.

Personnel File
Policy DBA
KISD maintains personnel files for all employees. These files contain documentation regarding all aspects of the employee’s service with KISD, such as performance appraisals, disciplinary warning notices, etc. It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, emergency contact, or beneficiary. Each employee name and social security number must match the name and number on the employee’s most recent social security card. Forms to process a change in personal information can be obtained from the KISD Human Resources Department website or from the Professional Human Resources or Auxiliary Human Resources departments.

The following items must be on file in the Human Resources Department:
• Completed application
• Official transcript(s) of all college work
• Valid Texas professional or paraprofessional certificate(s)
• Applicable license/certificate required for selected positions
• Service records of all acceptable prior service
• Signed contract (professional employees)
• I-9 form

An employee, or the employee’s representative who has been designated in writing, may examine the employee’s personnel file upon request in the Human Resources Department.
Personnel Records
Policy GBA
Most District records, including personnel records, are public information and must be released on request. A limited amount of personal information may be withheld. Employees may choose to withhold public access to the following information:
- Home address
- Phone number, to include personal cell phone number
- Emergency contact information, and
- Information that reveals whether they have family members
- Personal e-mail address
The choice not to allow public access to this information may be made at any time by submitting a written request to Human Resources. Otherwise, personal information will be released to the public until a request to withhold the information is submitted.

Job Descriptions
The District maintains job descriptions for KISD positions. These job descriptions establish required knowledge, skills, and abilities necessary for each position and the acceptable levels of education, experience, and training for each. These are the basic qualifications to fill each position.

Employees are encouraged to examine their job descriptions. All job descriptions are posted on the Human Resources webpage. Questions may be addressed to the Professional Human Resources at 336-0060 or Auxiliary Human Resources at 336-0058.

Employment after Retirement
Policy DC
Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication, Employment after Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS website (www.trs.texas.gov).

Contract and Non-Contract Employment
Policy DC Series
State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by an employment agreement contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District. Employment policies can be accessed online and employee contracts are available at the Employee Service Center.
Probationary Contracts
Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term contract should be given.

Term Contracts
Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies.

Non-Certified Professional and Administrative Employees
Employees in professional positions that do not require SBEC certification are employed by an agreement that is not subject to the procedures for non-renewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees
All paraprofessional and classified employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Certification and Licenses
Policies DBA, DF
Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner.

A certified employee’s contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary/intern certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual’s failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization
Policy DC
At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization, or employment authorization documents
have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Coordinator for Professional HR (Certification) at 336-0051 if you have any questions regarding reverification of employment authorization.

**Searches and Alcohol and Drug Testing**

**Policies CQ, DHE**

Non-investigatory searches in the workplace, including accessing an employee’s desk, file cabinets, computer files, e-mail, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee’s personal items, work areas including District-technology resources, lockers, and private vehicles parked on District premises or worksites used in District business.

**Employees Required to have a Commercial Driver’s License.** Any employee whose duties require a commercial driver’s license (CDL) is subject to drug and alcohol testing as a condition of employment. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, including the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle. The District may also require non-CDL holders to submit to drug and alcohol testing under certain circumstances.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted at random, when reasonable suspicion exists, and when an employee returns to duty after engaging in prohibited conduct. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

Submission to alcohol and/or drug testing is not optional; by law, refusal to test requires removal from safety-sensitive positions, and an employee who so refuses will be terminated. The following actions constitute refusal to test:

- Failing to provide enough breath for an alcohol test, or sufficient urine for a drug test, unless a valid medical reason exists
- Failing to proceed immediately to the collection site after being instructed to do so
- Leaving the collection site without completing the testing requirements
- Obstruction or interfering with the testing procedures in any manner, to include adulterating the urine sample or substituting one’s own urine with any other substance

All employees required to have a CDL or who are otherwise subject to alcohol and drug testing will receive a copy of the District’s policy, the testing requirements, and detailed information on
alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director for Transportation Services at 336-0124.

**Health Safety Training**

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their supervisor.

**Reassignments**

Policy DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes or by direction of the Superintendent. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

**Workload and Work Schedules**

Policies DEA, DK, DL

**Professional Employees**

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10- to 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level, but must provide at least 450 minutes within each two week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes.

**Auxiliary Employees**

These employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule or adjust their schedule without prior approval from their supervisor.
Teaching Day
Policy DL, EC
Teachers’ work day on campus is defined as being a minimum of eight hours. In addition, principals may schedule faculty meetings as needed. Teachers are required to be present at the meetings unless prior arrangements have been made with the principal. Newly-hired professionals are expected to complete induction requirements including time during the workday, evenings, and Saturdays.

Overtime
All employees, exempt and non-exempt, may be required to work beyond their normal duty schedule when necessary as determined by the campus or department management. Specific overtime assignments shall be rotated and allocated as evenly as possible among employees qualified to do the work. Employees, particularly emergency responders, safety and mission-essential personnel, are expected to respond to a request to work overtime and may be subject to disciplinary action for failing to stay or report for overtime work.

Breaks for Expression of Breast Milk
Policies DEAB, DG
The District supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public for such purposes will be provided. A reasonable amount of break time will be provided when the employee has a need to express milk. Employees should meet with their supervisor to discuss their needs and arrange break times.

Notification to Parents Regarding Qualifications
Policies DK, DBA
In schools receiving Title I funds, the District is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements. Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status should contact the Coordinator for Professional HR (Certification) at 336-0051.

Outside Employment
Policy DBD
Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors will consider outside employment
on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation — Professional Employees  
Policies DN series  
Appraisal of employees is a continuous process that utilizes approved performance criteria and instruments for objectively gathering, analyzing, and interpreting evidence regarding both the strengths and limitations demonstrated by personnel in assigned positions. Employees will be evaluated in accordance with regulations from the Texas Education Agency and state mandates.

Each teacher shall be assigned an appraiser and shall be appraised in the performance of her/his duties through the use of the Texas Teacher Evaluation and Support System (T-TESS). An appraisal shall be administered every year for probationary teachers, teachers who have been identified as “Improvement Needed”, and teachers identified by the campus appraiser and/or teacher as needing an appraisal. An appraisal will be administered every two years for teachers whose last appraisal rated them at least Proficient on nine of the seventeen dimensions and did not identify any area of Improvement Needed on any of the seventeen dimensions. An appraisal will be administered every three years for teachers whose last appraisal rated them as at least Proficient on twelve of the seventeen dimensions and did not identify any area of Improvement Needed on any of the seventeen dimensions. A teacher who is to be appraised less often than annually must agree in writing. The results of the appraisal of teachers shall be used for professional development purposes and shall be used as one component for contract renewal considerations, if central to the issues. Each teacher’s appraiser shall be a trained, KISD Board-approved T-TESS appraiser. Refer to Administrative Procedure VI-NN for more information.

Unless otherwise stipulated in KISD Appraisal Guidelines, a teacher’s appraiser shall be her/his Teacher Supervisor who is an administrator assigned to the same campus as the teacher. All T-TESS procedures and decisions shall be determined in accordance with State Board rules and KISD Appraisal Guidelines. For additional information, see “T-TESS Teacher Manual”.

Employee Involvement  
Policies BQA, BQB  
At both the campus and District levels, Killeen ISD offers opportunities for involvement in matters that affect employees and influence the instructional effectiveness of the District. As part of the District’s planning and decision-making process, employees are elected to serve on District or campus-level advisory committees. Detailed information about the shared decision-making process is available online in Board policies BQ, BQA, and BQB. KISD employees cannot serve as Treasurer nor in any capacity that requires signature authority over any KISD related outside organization bank account.

Curriculum & Instruction  
Policies DMA, DMD  
The members of the Curriculum & Instruction Office are committed to providing teachers with content specific professional learning experiences that will guide them in designing engaging work for students which will result in profound learning. Central to our work is increasing the depth of teacher understanding of content for each subject area; hence, our commitment to continuous innovation and revision in all curriculum areas.
The Curriculum & Instruction department is comprised of Elementary and Secondary Curriculum, Guidance, and State and Federal programs. Along with the Superintendent, campus administrators and other departments, Curriculum & Instruction co-designs District-wide experiences for all employee groups throughout the year. Members of the District can learn through after-school learning opportunities, campus professional learning, extensive summer professional learning, conferences, and online.

All professional employees who are new to the District are provided with a comprehensive and differentiated induction experience that provides a mentor for teachers new to the profession. Learning opportunities are continually redesigned and expanded to support the needs of professionals and the mission of the District.

**Leadership**

The Leadership Department of Killeen ISD is committed to the support, mentoring, and development of school leaders. It is our goal to ensure that school leaders enhance their capacity and serve their school community in accordance with state, District, and federal policies, administrative guidelines, and sound practices.

The Leadership Department implements and oversees the following leadership programs:

- Principal Professional Learning Communities
- Assistant Principal Professional Learning Opportunities
- Killeen ISD Teacher Mentoring Program
- Teacher of the Year Program
- Texas Principal Evaluation and Support System
- Texas Teacher Evaluation and Support System
- District-Wide Instructional Rounds Program
- Principal Academy
- Assistant Principal Academy
- ASPIRE Academies – Assistant Principals who Initiate, Reflect, and Empower
- Teacher Leaders
Compensation and Benefits

Salaries, Wages, and Stipends
Policy DEA, DEAA, DEAB
Employees are paid in accordance with administrative guidelines and an established pay structure. The District’s pay plans are reviewed each year and adjusted as needed. All District positions are classified as exempt or non-exempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Auxiliary employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation, page 23.)

Salaries and wage schedules are reviewed annually and adjusted according to the budgeted amounts approved by the Board. All employees can access their pay and work schedules online at the Employee Service Center. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors are paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District’s extra-duty pay schedules.

Professional employees should contact the Director for Professional Human Resources for more information about the District’s pay schedules or their own pay. Auxiliary employees should contact the Director for Auxiliary Human Resources.

Annualized Compensation
Policy DEA
The District pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. An employee who separates from service before their last contract day, or retires under TRS, will receive in his or her final paycheck a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate on or after the last day of instruction will continue to receive paychecks through the end of the summer.

Pay for Supplemental Duties
Policy DEA
Employees who are assigned supplemental/extracurricular duties may be paid for such duties according to the District’s extra-duty pay schedule. Paid supplemental duties are not part of the District’s contractual obligation to the employee, nor is the supplemental pay included as part of the annual salary. No property right to continued employment exists in such supplemental duties, and such assignments may be terminated for any reason or no reason, at the discretion of the District or the employee.

Paychecks
Most employees are paid monthly. Classified employees, substitute teachers, and temporary employees are paid semimonthly. During the school year, those without direct deposit will have
their paychecks delivered to the campus or mailed to the address on record on payday. Paychecks will not be released to any person other than the District employee named on the check without the employee’s written authorization. During the summer break, June and July paychecks are mailed to the employee’s address on record.

Employees can view their pay vouchers online through the Employee Service Center (https://killeen.tx01.teams360.net/servicecenter/).

The schedule of pay dates are posted on the Payroll Services department website (https://www.killeenisd.org/payroll_services).

**Direct Deposit of Pay**

Direct Deposit requests received by the Payroll Department by the 10th of the month will be processed for the end of month paycheck. However, requests received after the 10th may also be processed depending on the date of the final payroll run. Direct Deposits can be initiated and updated through the Employee Service Center. In addition, the Direct Deposit request form can be printed from the Payroll Department’s link on the KISD website or a copy can be obtained from the Payroll Department. If sending this form through District mail, please include a voided check or a copy of a bank card with the current account number and routing number for your bank. Contact Payroll at 336-0025 for more information.

**Automated Timekeeping**

The following timekeeping procedures will apply for all nonexempt employees (paraprofessional and auxiliary). Nonexempt employees are required to use the automated time keeping system’s time clocks or software system. Personnel must use the biometric clocks which use a fingerprint for identification purposes or logging into TEAMS at the worksite. The automated timekeeping system is the official documentation for daily work attendance (arrival and departure). Therefore, all nonexempt employees must clock in and out as required of their position within the District. Failure to follow these procedures may subject the employee to disciplinary action. Additionally, no one is allowed to clock in or out for another employee on the timekeeping system. Any falsification of timekeeping records is grounds for termination.

There may be exceptions due to extenuating circumstances, which may be approved by the employee’s supervisor. If schedules need to be changed due to changes in operations or shortages in personnel, supervisors must notify the campus timekeepers of the change. Any additional work performed outside of regular schedules must have advance approval by the supervisor.

**Payroll Deductions**

Policy CFEA

Automatic payroll deduction for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. The only exception is for TRS retirees that return to work in a TRS covered position and are no longer required to pay into TRS. Medicare tax is also a required deduction for all employees hired in this District after March 31, 1986. Temporary and part-time employees are not positions eligible for TRS and must have Social Security contributions deducted. The District will transition to a 457 alternative during the year.
The District automatically withholds the following from the employee’s salary:

- Income tax
- Employee’s share of the Teacher Retirement System
- Social Security for employees who are not eligible for TRS
- FICA (Medicare portion) deduction for employees hired after 3/31/86
- Salary deductions for unauthorized or unpaid leave
- Salary deductions for court-ordered garnishments
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Employees may elect a number of other payroll deductions, such as the following:

- Annuity programs
- Dental care insurance
- Disability insurance
- Employee’s group health insurance
- Greater Central Texas Federal Credit Union
- Life insurance
- Professional organization dues
- United Way donations
- IRS tax payments
- Higher education savings plan
- Killeen ISD Education Foundation donations

**Overtime Compensation**

Policy DEAB

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly wage employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee’s regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same work week. Employees must work more than 40 hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

The following applies to eligible nonexempt employees (Administrative Procedure VI-WW).

- Can accumulate up to 40 hours of compensatory time (comp time). At the end of each pay period any balances over 40 hours will be paid. Likewise, the employee’s pay will be docked for any overuse (i.e., negative balance) in comp time.
• Use of comp time may be at the employee’s request with supervisor approval, as workload permits, or at the supervisor’s direction.
• An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).

Compensatory time for exempt employees is treated differently and is beyond the scope of this section. Refer to Administrative Procedure VI-GG for more information.

**Travel Expense Reimbursement**
Policy DEE
Before any travel expenses are incurred by an employee, the employee’s supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage. The reimbursement is processed through Accounts Payable in Financial Services.

**Cafeteria Plan Benefits (Section 125)**
Employees may be eligible to participate in the Cafeteria Plan (Section 125). This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, dental, and additional term life insurance). New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period according to IRS regulations.

The benefits offered under this Cafeteria Plan are managed by a third party administrator retained by the District.

**Health, Dental and Life Insurance**
Policy CRD
Group health insurance coverage is available to regular full- and part-time employees (excluding temporary employees, substitutes, and student workers). The District’s contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees on the Employee Benefits webpage or can be obtained from the Employee Benefits Office.

The health insurance plan year is from January 1 through December 31. New employees must complete enrollment forms within the first 30 calendar days of employment. Current employees can make changes in their insurance coverage within 30 days of a qualifying event. Employees should contact Employee Benefits Office for more information.

Coverage begins on the first of the month, following 30 calendar days of employment. All current employees must complete their benefits selections for the next plan year during the annual open enrollment period (October 1-October 30). During this period, employees can also make changes without a qualifying event. If an employee does not complete their benefits during this period, the employee will only be eligible for medical/dental/vision flexible spending account for the following plan year. Employees can also make changes within 30 days of a qualifying event.
Qualifying events include marriage, divorce, death, birth of a child, or change in spouse’s employment. The request must be consistent with the change in family status.

**Supplemental Insurance Benefits**
Under the District Cafeteria Plan, eligible employees may enroll in group supplemental life, dental, vision, long-term disability, and short-term disability insurance as well medical-dental-vision expense reimbursement and/or a dependent day care reimbursement account. The District provides a $20,000 term life insurance policy to benefit eligible employees.

**Reimbursement Accounts**
Two types of reimbursement accounts are offered by the District. One of these is the Dependent Day Care Reimbursement account to pay eligible child care expenses. The other is a Medical/Dental/Vision Reimbursement account. These accounts are sometimes referred to as “flex” (flexible) benefits.

Both accounts are intended to compensate employees for eligible expenses that they have incurred. Eligible expenses may include child care for a child 12 years of age or younger; eye exams, eyeglasses, contact lenses, and other vision-related supplies; dental expenses not paid for by dental insurance; and medical expenses not paid by the employee’s medical insurance. Under IRS rules, this money is not taxable to the employee, but at the same time, it does not “belong” to the employee until an eligible expense is incurred. Funds must be spent within the plan year that they are made available to the employee, and any monies not obligated by December 31 are returned to the District’s general fund and lost to the employee. There is a 60-day grace period after the plan year ends (December 31) to submit claims for expenses incurred during the year. Likewise, if a request for reimbursement is not submitted within the 60-day grace period, it is considered untimely and the remaining money is returned to the general fund.

There is a cash out option available to employees who have health insurance other than KISD offered coverage. Employees who take the cash out option are advised that they are not eligible for qualifying events during the plan year.

**Workers’ Compensation Insurance**
Policy CRE, DEC
The District, in accordance with state law, provides workers’ compensation benefits to employees who suffer a work related illness or are injured on the job. The District has workers’ compensation coverage from Texas Association of School Boards (TASB) effective each year beginning September 1. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to employee’s supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Workers’ Compensation Benefits, page 34 for information on use of paid leave for such absences.
Employees injured on the job must immediately report the injury or accident to their supervisor. The supervisor will notify the Risk Management Office and complete a DWC-1, Employer’s First Report of Injury or Illness. For emergencies, employees may go to the nearest emergency room. Otherwise, if medical attention is required, the employee must choose a medical facility or treating doctor that is contracted through the Political Subdivision Workers’ Compensation Alliance (the Alliance). The Risk Management Office will provide assistance with any questions you may have about treatment facilities or the Alliance. The medical provider will call the Risk Management Office before treatment to verify that the injury/illness is job-related; therefore, it is imperative that the supervisor notify the Risk Management office in a timely manner. The doctor’s bill and medical expenses will be paid for job-related injuries. Additionally, indemnity compensation will be paid after the employee has been off work for seven workdays.

The employee has some responsibilities, including, but not limited to, the following:

- Inform your supervisor of the injury as soon as possible
- Seek treatment through an Alliance-contracted medical facility
- Provide your supervisor a copy of the Work Status
- Report or doctor’s note
- Follow the doctor’s instructions
- Keep supervisor informed of status of the injury

When returning to work, the employee must have a Texas Workers’ Compensation Work Status Report (DWC-73) from the workers’ compensation doctor and must provide a copy of this form to the Risk Management Office and to their department head. Employees released from the doctor without restrictions can return to work immediately.

The District has adopted a “Return to Work Procedure,” which specifies the terms and conditions under which an employee released from the doctor with physical restrictions may return to limited duty. The Risk Management Office will review the work status report and coordinate offers of Return to Work with the appropriate hiring authority within Human Resources.

The District reserves the right to replace any employee who must be absent from duty longer than twelve weeks (six weeks if they do not qualify for FMLA) and place the employee on leave without pay or grant a leave of absence. Leave without pay will be for a period of not more than one school year. Employees absent due to a Workers’ Compensation claim will be considered for reinstatement at their former position/location, subject to availability.

Employees who have questions concerning their rights or responsibilities under Workers’ Compensation should contact the Risk Management Office at 336-0068.

The Division of Workers’ Compensation (DWC) has established a 24-hour toll-free hotline for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. KISD is prohibited by law from suspending, terminating, or discriminating against any employee who, in good faith, reports an illegal occupational health or safety violation. For additional information, contact the Texas Department of Insurance, Division of Workers’ Compensation Workplace Safety at 1-800-687-7080.
Unemployment Compensation Insurance
Policy CRF
Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Unemployment compensation usually does not apply when an employee voluntarily resigns or is terminated for misconduct. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions should contact the Risk Management Office at 336-0068.

Teacher Retirement
Policy DEG
All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. An employee planning to retire must also submit a resignation notice to the District.

Information is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

Employee Assistance Program
Our Employee Assistance Program (EAP) offers confidential, short-term counseling from Licensed Professional Counselors for a full range of personal issues and achieving a healthy work/life balance across the life span. In a crisis, emergency help is available 24/7.

- Stress, anxiety, depression
- Relationship, family, parenting issues
- Substance Abuse
- Anger, grief, loss
- Life transitions
- Referrals for additional treatment, as needed

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COBRA
Terminated employees and their dependents may be eligible to continue their health coverage at their own expense, for a limited time, subject to certain qualifying conditions under Public Law 99-272, Title X, Consolidated Omnibus Budget Reconciliation Act (COBRA).

Employees should contact the Employee Benefits Office at 336-0165 to determine eligibility and for more information on continuation of coverage.

COBRA also requires employers who have group health plans to offer employees and their dependents the opportunity for a temporary extension of health coverage at group rates where the coverage would normally end.
Employees may choose continuation coverage if they lose coverage for any of the following reasons, which are called “qualifying events”:

- the covered employee dies
- a covered employee is terminated (for reasons other than gross misconduct)
- a covered employee is divorced or legally separated
- a covered employee becomes eligible for Medicare benefits
- a dependent child ceases to be a dependent child as defined in the plan

The employee has the responsibility to inform the Killeen ISD Benefits office of the occurrence of any of the abovementioned qualifying events. Documentation may be required for verification.

403(b) or 457(b) Payroll Deductions
Under the provisions of Sections 403(b) and 457(b) of the Internal Revenue Code, employees may direct that payroll deductions be sent to qualified companies for the purpose of deferring income. Every employee, to include substitute teachers, is eligible to participate in this program. Interested employees should contact the Employee Benefits office for information.

KISD does not endorse or recommend any particular agent, company, broker, or investment fund; KISD merely provides the payroll deduction service. Eligible 403(b) providers must be certified by the Teacher Retirement System of Texas.

Transfers for Children of KISD Employees
Campus transfers are available on a space-available basis for the children of District employees who work at least 30 hours a week during the school year. Persons who work in a temporary capacity, such as substitute teachers or temporary clerical personnel, are not considered employees for the purposes of this policy.

District-Reimbursed Teaching Certifications
Current District teachers may take appropriate certification examinations, and, if successful, have the new teaching area added to their certificates. The costs of the examinations and adding the teaching area to the certificate may be reimbursed by the District if the teacher is reassigned to teach in the new area and agrees to remain there for a minimum of two years. Currently, the teaching areas which are included in this program are secondary mathematics, self-contained special education, elementary music, English as a Second Language (ESL) and bilingual education. This program is for current teachers who hold a Texas Provisional or Standard teaching certificate and have a minimum of one year teaching experience with the District.

Graduate Credit Reimbursement Programs
Tuition and fee assistance is now available for middle and high school teachers interested in pursuing a graduate degree/coursework in one of the following areas: English, Political Science, History, Economics, Math, and Science (Life Sciences or Physical Sciences). Reimbursement programs are also available for educational diagnostician, licensed specialist in school psychology, and speech pathology programs. Application forms and eligibility criteria are available on the HR webpage. For additional information, please contact the Coordinator for Professional HR (Certification) at 336-0051.
Leaves and Absences
Policy DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Employee Relations at 336-0045 for information about applicable leave benefits and requirements for communicating with the District.

Leave must be used in half-day increments (exempt personnel only). However, if an employee is taking intermittent family and medical leave, leave may be recorded in less than half-day increments.

Employees may request a change in the type of leave requested by contacting the Payroll Department in writing (email preferred) through their department head/timekeeper within 45 calendar days of taking the leave.

Use of sick leave pool days shall be permitted only after all available state and local leave has been exhausted.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

**Medical Certification.** Any employee who is absent three or more consecutive workdays because of a personal or family illness must submit medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and, in the case of personal illness, the employee’s fitness to return to work. Leave paperwork packets can be picked up at the campus/worksite.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information. “Genetic Information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.
Personal Leave
State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school Districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advanced planning. Nondiscretionary leave may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 48 hours in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis and will be subject to the following limitations:
- may be used for all reasons stated under “state sick leave”
- may be used for personal reasons
- maximum five consecutive work days
- requires prior approval of supervisor

Leave Proration. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee’s paycheck will be reduced by the amount of leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave
State sick leave accumulated before 1995 is available for use and may be transferred to other school Districts in Texas.

State sick leave may be used for the following reasons only:
- Employee illness
- Illness in the employee’s immediate family
- Family emergency (i.e. natural disasters or life threatening situations)
- Death in the immediate family (“Immediate family” as defined in KISD policy DEC (Local))
- Active military service

Local Sick Leave
The District provides employees with five days of local sick leave annually. Local sick leave may be used in the same manner as state sick leave. Local leave accumulates indefinitely.
Sick Leave Pool
An employee may request that a sick leave pool be established from voluntary donations by District staff. The employee must be suffering from a personal illness or disability, or an illness or disability in his or her immediate family.

Employees eligible to receive donations may apply by submitting a completed application form to their principal or administrative supervisor. If the employee is incapacitated or otherwise unable to initiate the application process, a person identified on the employee’s emergency information card may submit the application. A leave request form and a certification of healthcare provider form must be submitted to Employee Relations. For more information please consult Administrative Procedure VI-HH.

Family and Medical Leave (FML)--General Provisions
The following text is from the federal notice, “Employee Rights and Responsibilities Under the Family and Medical Leave Act.” Specific information that the District has adopted to implement the FMLA follows this general notice.

Leave Entitlements
Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

• The birth of a child or placement of a child for adoption or foster care
• To bond with a child (leave must be taken within 1 year of the child’s birth or placement)
• To care for the employee’s spouse, child, or parent who has a qualifying serious health condition
• For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job
• For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

Benefits and Protections
While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.
An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements
An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months
- Have at least 1,250 hours of service in the 12 months before taking leave*, and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite

*Special hours of service eligibility requirements apply to airline flight crew employees.

Requesting Leave
Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities
Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement
Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

www.wagehour.dol.gov
Local Family and Medical Leave Provisions
Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

Use of paid leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined leave for spouses. Spouses who are both employed by the District are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

When requesting sick leave that exceeds five consecutive work days:
• secure a leave request form
• complete the leave request and obtain supervisor’s signature
• ask health care provider to complete verification forms that are attached to the leave request
• forward both the original leave request and the verification to Employee Relations
• obtain approval from Employee Relations if leave must be extended for any reason
• notify his/her supervisor of any leave extensions
• provide, before resuming work, a fitness-for-duty certification if an employee takes FML due to the employee’s own serious health condition

For additional information regarding leave benefits see Board Policy DEC (Legal), DEC (Local), and Administrative Procedure VI-HH. Questions about leave benefits may be directed to the Director for Employee Relations at 336-0045. Questions concerning short-term or long-term disability should be addressed to Employee Benefits at 336-0165.

Temporary Disability — Certified Educators
Policy DEC
Any full-time employee whose position requires certification by the State Board for Educator Certification or by the District is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee’s notification of need for extended absence due to the employee’s own medical condition shall be accepted as a
request for temporary disability leave. The request must be accompanied by a physician’s statement confirming the employee’s inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Director for Employee Relations should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician’s statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

**Fitness for Duty.** An employee that takes FML due to the employee’s own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee’s ability to perform essential job function is required, the District shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee’s FML entitlement, and the District will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA (LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the District may require the employee to reimburse the District’s share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee’s control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the District, the District may not require the employee to reimburse the District’s share of premiums paid.

**Workers’ Compensation Benefits**
An employee absent from duty because of a job-related illness or injury may be eligible for workers’ compensation weekly income benefits if the absence exceeds seven calendar days. While on Workers’ Compensation, employees may use paid leave to offset the difference between the weekly income benefit received under workers’ compensation and the employee’s
regular weekly compensation. The District charges leave proportionately when offsetting with accrued leave.

**Assault Leave**

Assault leave provides extended job income and benefits protection to anyone who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and must be immediately reported to your supervisor. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person’s age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers’ compensation benefits. Upon investigation, the District may change the assault leave status and charge leave used against the employee’s accrued paid leave. The employee’s pay will be deducted if accrued paid leave is not available.

**Bereavement (Funeral) Leave**

Use of state leave and/or local sick leave for death in the immediate family shall not exceed ten workdays per occurrence, subject to the approval of the District.

**Jury Duty**

The District provides paid leave to employees who are summoned to jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the District a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual’s position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court may be required.

**Other Court Appearances**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave if they are not a party to the proceedings. Absences for court appearances related to an employee’s personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

**Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or
compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

**Religious Observance**
The District will reasonably accommodate an employee’s request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the District. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

**Military Leave**

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders issued by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Chief Human Resources Officer. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Employee Benefits Office for details on eligibility, requirements, and limitations.

**Vacation — Classified Personnel**
Classified personnel who have a 260-day work year earn ten paid vacation days each school year. Vacation days are not cumulative; however, unused days at June 30 will be allowed to be used through the summer. Supervisors must monitor employees’ vacation leave balances to ensure 10 days or less remaining at August 31. Classified personnel’s vacation balance in excess of 10 days at August 31 will be paid at the previous school year’s standard hourly rate. An exception to this pertains to employees who are off from work due to workers’ compensation leave and do not have an opportunity to use the accrued days before the end of the work year. These employees will be granted an automatic extension of one year to carry forward the unused balance and combine with any earned vacation days in the following work year. Classified personnel whose employment with KISD is terminated during the work year and who have accrued vacation days will receive in their last check, their daily rate of pay for each of those accrued days. Unearned vacation days (unaccrued) are not compensated for if an employee resigns/is terminated from the District. (Refer to Administrative Procedure VI-WW.)
Flex Days
Eligible 226-day employees receive a varying number of non-duty ("Flex") days each year. These days are taken at the individual employee’s discretion, subject to supervisory approval.

Flex days must be used in the year that they are earned; they are not cumulative and unused days will not be carried forward into the following year. They are not paid out if an employee resigns or is terminated. (Refer to Administrative Procedure VI-NNN.)

Leave of Absence
A leave of absence may be granted without pay for illness of a personal nature beyond all available leave or for advanced study.
• Short-term – less than one year (may be approved by the Deputy Superintendent)
• Long-term – one year or more (must be for educational purposes only and approved by the Board of Trustees)

Excessive Absences
Except as provided by law, employees who have excessive absences equal to 5 workdays or more during one school year will be subject to separation from employment due to unavailability for work. An absence which is not covered by any available leave and is not otherwise excused is considered an excessive absence. A workday, for purposes of this policy, is a day on which the employee is required to perform services for the District as determined by the employee’s work schedule set by the District.

Employee Recognition and Appreciation
Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees may be recognized at Board meetings, in District newsletters, and through special events and activities. Recognition and appreciation activities also include teacher spotlight, auxiliary spotlight, service awards, longevity pay (5 year increments), District and campus teachers of the year, and bus driver safety awards.

Communication Services
Throughout the school year, the Communication Services Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:
• Killeen ISD website: https://www.killeenisd.org/
• Facebook: https://www.facebook.com/killeen.isd/
• Twitter: https://twitter.com/KilleenISD_
• OnCampus Newsletter
• Official District Calendar
• General Information Brochure
• District Map
Media Coverage of School Activities
Throughout the year, campuses/departments have various events and activities where media coverage is requested. The Communication Services Department is responsible for coordinating media coverage for Killeen Independent School District. All requests for media must be submitted, in advance, to the Communication Services Department. The Communication Services Department will contact the media to arrange for coverage. This includes athletics at each campus. All signings, announcements, and requests for coverage should come from the Communication Services Department.

No campus/department personnel should directly contact the media at any time. If you would like media coverage, contact our office and we will arrange this for you (excluding the reporting of scores for athletic events to the media).

Each week, the Communication Services Department produces an event list that is given to various newspaper and television outlets. Events listed are those that have been submitted directly to the Communication Services Department. Additionally, media are required to let the District know ahead of time if they will be able to attend the scheduled event. The Communication Services Department will then contact the designated school/department to let them know to expect media presence. A media packet will be distributed to local newspapers, television and radio stations outlining the procedures for gaining access to KISD facilities.

No media will be allowed on KISD property without consent from the Communication Services Department. Media are allowed to be across the street from campuses.

The Communication Services Department will contact campuses if the media is requesting admittance and arrangements will be made accordingly. In most situations, a staff member from the Communication Services Department will escort media on KISD property.

If a media representative contacts a Killeen ISD employee about a school related issue, the employee is asked to immediately contact their supervisor and the Communication Services Department (name of the person representing the media, the reason for the call, and a contact number). If contacted by a reporter or producer, employees are asked to inform the media to “Please contact the Communication Services Department at 254-336-0065”.

How to Request Coverage:
The Communication Services Department is dedicated to providing extensive coverage of KISD events. The Communication Services Department covers campus events daily. Additionally, outside media coverage is arranged on an event-by-event basis. To request coverage, please send an e-mail to the Chief Communications Officer with specific details of the event:
• Name of Contact
• Phone number and e-mail address of Campus Contact
• Details pertinent to the story, i.e., who is involved, what is happening, when/where will the event take place

Please remember that any student that is being photographed will need to have a signed media release on file at the campus.
Complaints and Grievances
Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

It is important to note, however, that KISD employees may report a grievance against a supervisor that alleges the supervisor’s violation of the law in the workplace or the supervisor’s unlawful harassment of the employee to a supervisor other than the supervisor against whom the employee intends to report the grievance.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees. For ease of reference, the District’s policy (DGBA (Local)) concerning the process of bringing concerns and complaints is reprinted at Appendix C and the Employee Complaint Form Level One is at Appendix G.

Employee Conduct and Welfare

Standards of Conduct
All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents, other employees, and members of the community
- Maintain confidentiality in all matters relating to students and coworkers
- Report to work according to the assigned schedule
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late; unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action
- Know and comply with department and District policies and procedures, as well as lawful supervisory directives
- Express concerns, complaints, and criticism through appropriate channels
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately
- Use District time, funds, and property for authorized District business and activities only

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, guidelines, or lawful directives may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent knew of a reportable incident. See Reports to the Texas Education Agency, page 59, for additional information.
The Educators’ Code of Ethics, adopted by the State Board for Educator Certification, which all District employees must adhere to, is reprinted here:

**Texas Educators’ Code of Ethics**

**Statement of Purpose**
The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

**Professional Standards**

1. **Professional Ethical Conduct, Practices, and Performance**

   **Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

   **Standard 1.2** The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

   **Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

   **Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

   **Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

   **Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

   **Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

   **Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
Standard 1.9  The educator shall not make threats of violence against school District employees, school board members, students, or parents of students.

Standard 1.10  The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11  The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12  The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13  The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14  The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1  The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2  The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3  The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4  The educator shall not interfere with a colleague’s exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5  The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6  The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7  The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.
3. Ethical Conduct toward Students

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
Discrimination, Harassment, and Retaliation
Policies DH, DIA
Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the employee should report the complaint directly to the Superintendent. A complaint against the Superintendent may be made directly to the board.

The District’s policy (DIA (Local)) that includes definitions and procedures for reporting and investigating discrimination, harassment, or retaliation is located at Appendix A.

Harassment of Students
Policies DH, DHB, FFG, FFH, FFI
Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited (DF Legal). Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, page 45 and Bullying, page 62 for additional information.

The procedures for reporting and investigating harassment of students is located at Appendix B (Board Policy FFH (Local)). The District’s policy definition from DHB (Legal) is reprinted below.

DHB(Legal) Definition - Solicitation of a Romantic Relationship: “Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator’s job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
   a. The nature of the communications
   b. The timing of the communications
c. The extent of the communications
d. Whether the communications were made openly or secretly
e. The extent that the educator attempts to conceal the communications
f. If the educator claims to be counseling a student, SBEC may consider whether the educator’s job duties included counseling, whether the educator reported the subject of the counseling to the student’s guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities
g. Any other evidence tending to show the context of the communications between educator and student

2. Making inappropriate comments about a student’s body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.

3. Making sexually demeaning comments to a student.


5. Requesting details of a student’s sexual history.

6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.

7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.

8. Inappropriate hugging, kissing, or excessive touching.

9. Providing the student with drugs or alcohol.

10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.

11. Any other acts tending to show that the educator solicited a romantic relationship with the student. 19 TAC 249.3(51)

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:
Name: Jennifer Washington
Position: Director for Student Hearings
Address: 4100 Zephyr Road, Killeen, TX 76543
Telephone: (254) 336-2827

Reports of discrimination based on disability may be directed to the Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:
Name: Chiquata Wright or Michelle Oswalt
Position: 504/At-Risk/Dyslexia Program Specialist
Address: 902 North 10th Street, Killeen, TX 76541
Telephone: (254) 336-0374 or (254) 336-0215
The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:

Name: Angenet Wilkerson  
Position: Director of Student/District/Community Relations  
Address: 902 North 10th Street, Killeen, TX 76541  
Telephone: (254) 336-1707

**Reporting Suspected Child Abuse**

**Policies DF, DG, DH, FFG, GRA**

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or person with a disability.

Reports to Child Protective Services can be made to a law enforcement agency the Harker Heights Police Department, 254-699-7600, Killeen Police Department, 254-501-8800, Nolanville Police Department, 254-698-6334, Fort Hood Police Department, 254-287-4001, or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee’s failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators’ Code of Ethics. Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. Refer to Administrative Procedure II-H.
Sexual Abuse and Maltreatment of Children
The District has established a plan for addressing child sexual abuse, which may be accessed on pages 57 of the District Improvement Plan. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

 Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.

Reporting Crime
Policy DG
The Texas Whistleblower Act protects District employees who make good faith reports of violations of law by the District to an appropriate law enforcement authority. The District is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Technology Resources
Policy CQ
The District’s technology resources, including its networks, e-mail accounts, devices connected to its networks, and all District-owned devices used on or off school property, are primarily for administrative and instructional purposes.

Limited personal use is permitted if the use:
• imposes no tangible cost to the District
• does not unduly burden the District’s technology resources
• has no adverse effect on job performance or on a student’s academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the District’s responsible use procedure (Appendix H). Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Technology Services at 336-0231.
Personal Use of Electronic Communications
Policy CQ, DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), weblogs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the District’s students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee’s use of electronic communications interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee’s page, including content added by the employee, the employee’s friends, or members of the public who can access the employee’s page, and for web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

• Employee may not set up or update the employee’s personal social network page(s) using the District’s computers, network, or equipment
• Employee shall not use the District’s logo or other copyrighted material of the District without express, written consent
• Employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee’s immediate supervisor (Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.)
• Employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus to include:
  o Confidentiality of student records [See Policy FL]
  o Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  o Confidentiality of District records, including educator evaluations and private e-mail addresses [See Policy GBA]
  o Copyright law [See Policy CY]
  o Prohibition against harming others by knowingly making false statements about a colleague or the school system [See Policy DH (EXHIBIT)]
See Use of Electronic Communications Between Employees and Students, below, for regulations on employee communication with students through electronic communications.

**Use of Electronic Communications with Students**

*Policy DH*

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may communicate through electronic communications with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the District through electronic communications.

Employees are not required to provide students with their personal phone number or e-mail address.

An employee who uses electronic media to communicate with students shall observe the following:

- Employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - Employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message OR
  - Employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message OR
  - Employee shall send a copy of the text message to the employee’s District e-mail address for each text message addressed to one or more students

An employee is not subject to these provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization.

An employee who claims an exception based on a social relationship shall provide written consent from the student’s parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school
- The parent understands that the employee’s communications with the student are exempted from District regulation
- The parent is solely responsible for monitoring electronic communications between the employee and the student
The following definitions apply for the use of electronic communications with students:

- **Electronic communications** means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- **Communicate** means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication: however, the employee may be subject to District regulations on Personal Use of Electronic Communications, page 47. Unsolicited contact from a student through electronic means is not a communication.

- **Certified or licensed employee** means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic communications to communicate with students shall observe the following criteria.

- The employee may use any form of electronic communications except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.

- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 5 a.m. Any communication from coaches, band/choir directors, theatre instructors, etc. that must occur due to extenuating circumstances shall include campus principal and activity sponsor. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educator’s Code of Ethics, including:

  1. Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [See Policies CPC and FL]

  2. Copyright law [Policy CY]

  3. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [See Policy DH]
• Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic communications the employee uses to communicate with any one or more currently enrolled students.

• Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

• An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Criminal History Background Checks
Policy DBAA
Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual’s fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and TEA with access to an employee’s current national criminal history and updates to the employee’s subsequent criminal history.

Employee Arrests and Convictions
Policy DH
An employee must notify the principal or department supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed here:

• Crimes involving school property or funds
• Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
• Crimes that occur wholly or in part on school property or at a school-sponsored activity
• Crimes involving moral turpitude

Moral turpitude includes, but is not limited to, the following:

• Dishonesty
• Fraud
• Deceit
• Theft
• Misrepresentation
• Deliberate violence
• Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
• Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
• Felonies involving driving while intoxicated (DWI)
• Acts constituting abuse or neglect under SBEC rules
Reports will be made to the employee’s campus principal or department director. The principal or director will in turn notify the Chief Human Resources Officer or Director for Auxiliary Human Resources, as appropriate.

If an educator is arrested or criminally charged, the Superintendent is also required to report the educator’s criminal history to the Division of Investigations at TEA.

**Alcohol- and Drug-abuse Prevention**

Policy DH

Killeen ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use, possess, distribute, or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The unlawful possession or use of any other intoxicant or mood-changing, mind-altering, or behavior-altering drug is likewise grounds for dismissal.

The District’s policy regarding alcohol and drug use is reprinted at Appendix E (Board Policy DH (Local)).

**Tobacco Products and E-Cigarette Use**

Policies DH, GKA, FNCD

State law prohibits smoking, using tobacco products, or e-cigarettes on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

**Fraud and Financial Impropriety**

Policy CAA

All employees shall act with integrity and diligence in duties involving the District’s financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, receipt, invoice, or any other financial document
- Misappropriation of funds, securities, supplies, or other District assets, including employee time
- Impropriety in the handling of money or reporting of District financial transactions
- Profiteering as a result of insider knowledge of District information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District
Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
• Failing to provide financial records required by state or local entities
• Failure to disclose conflicts of interest as required by policy
• Any other dishonest act regarding the finances of the District
• Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

KISD has established a “Fraud and Abuse Hotline” to receive reports of waste, fraud, or abuse. Employees are urged to call 336-0151 if they know or suspect that any KISD activity is being subjected to fraud or financial impropriety. Calls to this number are completely confidential; callers need not give their name. All reports will be investigated.

Restitution
All employees are required to safeguard District property to ensure that it is not lost, damaged, or destroyed. The loss, damage, or destruction of an item that results from the employee’s negligence or misconduct may result in the employee being held financially liable for the loss. A determination of liability will be made consistent with the provisions of Education Code §22.0511. Please refer to Administrative Procedure III-AA.

Conflict of Interest
Policy CB, DBD
Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:
• A personal financial interest
• A business interest
• Any other obligation or relationship
• Nonschool employment

Gifts and Favors
Policy DBD
Employees may not accept gifts or favors that could influence, or be construed to influence, the employee’s discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Copyrighted Materials
Policy CY
Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic communications, including motion pictures and other audiovisual works, are to be used in the classroom for
instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

**Associations and Political Activities**
Policy DGA
The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual’s employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of District resources including work time for political activities is prohibited.

**Charitable Contributions**
Policy DG
The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

**Safety**
Policy CK
The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization

While driving on District business, employees are required to abide by all state and local traffic laws. Employees driving on District business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Coordinator for Risk Management and Employee Benefits at 336-0067.
Possession of Firearms and Weapons
Policies DH, FNCG, GKA
Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District’s weapons policy should report it to their supervisor or call KISD Chief of Police at 336-2815 immediately.

Employee Dress Code
Policy DH
An employee’s dress and grooming shall be clean, neat, and in a manner appropriate for his or her assignment. The District dress code is located at Appendix I.

Identification Badge
Employees are required to wear their District ID badge while in the workplace and to safeguard the badge in order to preclude unauthorized use. Lost or damaged ID badges will be replaced at the employee’s expense.

Visitors in the Workplace
Policy GKC
All visitors are expected to enter any District facility through the main entrance and sign in or report to the building’s main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan
Policy CKA
As required by the Environmental Protection Agency regulation 40 CFR Part 763.93 and the Texas Asbestos Health Protection Rules (TAHPR) §295.31§295.73, Killeen ISD hereby notifies staff, contractual workers, and parents, guardians, and managing conservators of students that the District has inspected all facilities for the presence of asbestos-containing building material (ACBM). If an asbestos management plan is required due to the presence of asbestos in a facility, it is available for review in the administrative office of that school. Original documentation may be viewed at Killeen ISD Administration, Facilities Services, Environmental Division, 110 North W.S Young Drive, Killeen, Texas 76543. Periodic surveillance is performed by staff personnel, while a 3-year re-inspection of the asbestos-containing material within a particular school is performed by a state licensed asbestos inspector.

Please note that during the course of the year maintenance work or abatement may be needed to repair or remove damaged ACBM. This work will be done by trained asbestos (TDH licensed) personnel. ACBM removal activities or projects will be performed when students, staff and other workers are not on-site, whenever possible.
No work should be performed on or near known or suspected asbestos-containing material (ACM) until the work has been approved by Paul Duerre (KISD Asbestos Designated Person) at (254) 336-0071. All questions regarding the school’s asbestos management plan should be directed to Paul Duerre, KISD Environmental Specialist.

**Pest Control Treatment**

Policies CLB, DI

The District has adopted a comprehensive Integrated Pest Management (IPM) program for the control of pests. This program uses monitoring inspections and the least toxic method as primary control. Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the IPM coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District’s integrated pest management program.

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

**Hazard Communication Policy**

Policy DI

Every employee is entitled to work under the safest conditions possible. To facilitate this, KISD has incorporated a procedure to inform every employee of the safety and health hazards associated with the chemical products used in its facilities.

The hazardous chemicals safety procedure is under the direct supervision of KISD’s Environmental Specialist. The procedure is designed to ensure that:

- All hazardous chemicals are properly identified and labeled before entering the workplace.
- The Written Hazard Communication Program and Safety Data Sheets for hazardous chemicals are maintained in each department and are readily available to the employee working with those chemicals.
- Employees having contact with hazardous chemicals are properly instructed about the hazards of those chemicals, how to work with them, and what special equipment, if any, is required.

All chemicals used by District employees, either for teaching or maintenance of District property, must be purchased through proper procedures. If not carried by the KISD warehouse, prior approval must be obtained for use. No chemical products may be brought from home for use on District property. This includes, but is not limited to, air fresheners, potpourri, aromatic candles, or deodorizers.

Employees should immediately contact their supervisor if they have any questions regarding the safe handling of any chemicals.
Facilities Modifications

KISD employees may not modify, alter, or tamper with District facilities or equipment without authorization from Facilities Services. This includes, but is not limited to, the following:

- Constructing walls, partitions, or other office spaces
- Removing walls, doors, tack boards, white boards, or installed cabinetry
- Rewiring a room or facility (This includes the unsafe use of extension cords)
- Tampering or covering any fixed equipment, to include fire alarms, smoke detectors, or HVAC thermostats/sensors
- Painting walls, cabinets or doors
- Stapling, taping or gluing posters, pictures, decorations, etc. to painted walls or cabinetry.
  - Painter’s tape is the only acceptable tape to be used on walls or cabinetry
  - Removable adhesive putty (Sticky Tack) or Command products are acceptable wall adhesives
- Covering doors and walls with paper. (Per 2015 International Fire Code, only 20% of an individual wall surface can be covered with paper.)
- Covering electric switches and outlets with paper
- Defeating door locks using rubber bands, magnets or other means
- Propping doors open with wedges, rocks, etc.
- Opening windows
- Modifying light fixtures by removing lamps or altering the light output using diffusers to include colored diffusers to include covering light fixtures with paper, cloth or plastic film
- Creating reserved parking spaces
- Parking on grass or sidewalks
- Placing decals or bumper stickers on walls, cabinetry or District equipment
- Installing non-standard playground equipment

All proposals for alterations or improvements must be sent to Facilities Services through the work order system. Employees who engage in unauthorized modifications may be required to reimburse the District for the cost to repair the damage or correct the modification, in accordance with Administrative Procedure III-AA (Accountability of Real and Personal Property).

Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. Electrical equipment rooms and fire riser rooms shall not be used for the storage of any materials of any kind.

Personal Electrical Appliances

For reasons of fire code compliance, safety, and energy conservation, the use of personal electrical appliances is prohibited in normal classroom and office situations. The prohibited items include, but are not limited to, the use of space heaters, portable air conditioning units, microwaves, refrigerators, coffee pots, cooking appliances, mug warmers, toasters, toaster ovens, privately owned office machines, lamps, rope lighting, electrical air fresheners, and extension cords. Break rooms/areas, labs and specific classrooms are designed to accommodate and are equipped with select District provided electrical appliances. Campus leaders will provide guidance on the use of break rooms/areas.
Employees who wish to request a reasonable accommodation for medical reasons should apply with their Principal or to the Title II/ADA/Section 504 Coordinator named on page 12 of this handbook.

**General Procedures**

**Bad Weather Closing**

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District’s facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District’s websites and KISD-TV Channel 17. In addition, radio and television stations will be notified by school officials.

**Websites**

Facebook, Killeen ISD: [https://www.facebook.com/killeen.isd/](https://www.facebook.com/killeen.isd/)

Twitter, Killeen ISD: [https://twitter.com/KilleenISD](https://twitter.com/KilleenISD)

Killeen ISD webpage: [https://www.killeenisd.org/](https://www.killeenisd.org/)

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<td>KNCT 91.3</td>
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**Emergencies**

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.
Purchasing Procedures
Policy CH
All requests for purchases must be submitted to the Purchasing Department on an official District purchase order (requisition) with the appropriate approval. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District’s business office. Contact the Purchasing Department at 336-0104 for additional information on purchasing procedures.

Building Use
Policies DGA, GKD
Employees who wish to use District facilities after school hours must follow established procedures. The Student/District/Community Relations office is responsible for scheduling the use of facilities after school hours. Call 336-1707 to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations
Policy DFE

Contract Employees
Contract employees are required to submit written resignations at least 45 days before the first day of instruction of the following school year, when planning to leave the District at the end of the current school year. Resignations should be addressed to the Chief Human Resources Officer, with copy furnished to the building principal or program director. A notice of resignation is available online, or the employee may submit a letter that includes a statement of the reason for resigning. Contract employees may not resign during the school year, with an effective date before the end of the school year, without the consent of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The Superintendent will notify the SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to Texas Education Agency on page 59.

Noncontract Employees
Noncontract employees may resign their positions at any time; two weeks notice is expected. A written notice of resignation should be submitted to the Director for Auxiliary Human Resources. A form for this purpose is available online on the “Employment” page. Employees are encouraged to include the reasons for leaving in the letter of resignation.
Dismissal or Nonrenewal of Contract Employees
Policies DF Series
Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee’s certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are available online.

Dismissal of Non-Contract Employees
Policy DCD
Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See Appendix C Board Policy DGBA (Local) - Complaints and Grievances)

Job Abandonment
A noncontract employee who fails to report for work for three consecutive days, and who does not communicate with his or her supervisor during that time and provide a legitimate reason for the absence, is presumed to have abandoned his or her job and will be terminated.

Exit Procedures
Policies DC and CY
Separating employees are asked to complete an exit report and provide the District with a forwarding address and telephone number. The employee’s identification card and all District keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

Reports to the Texas Education Agency
Policy DF
The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:
- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
• The illegal transfer, appropriation, or expenditure of District or school property or funds
• An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
• Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event

The reporting requirements above are in addition to the Superintendent’s ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Reports Concerning Court-Ordered Withholding**
The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:
- Termination of employment not later than the seventh day after the date of termination
- Employee’s last known address
- Name and address of the employee’s new employer, if known

**Student Issues**

**Equal Educational Opportunities**
Policies FB, FFH
The Killeen Independent School District does not discriminate on the basis of race, color, gender, religion, national origin, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment, should be directed to the District Title IX Coordinator for Students, Jennifer Washington, at 336-2827. Questions or concerns about discrimination of students on the basis of a disability should be directed to Angenet Wilkerson, the District Title II/ADA Coordinator, at 336-1707. For questions specific to Section 504 of the Rehabilitation Act of 1973, contact Michelle Oswalt (elementary) at 336-0374 or Chiquata Wright (secondary) at 336-0215. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.
Student Records
Policy FL
Student records are confidential and protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student’s records:
• Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
• The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A District is not prohibited from granting the student access to the student’s records before this time.
• School officials with legitimate educational interests

Audio/video recordings made on a school bus or campus security camera are student records and may not be viewed by parents or students if other students are visible in the recording. This applies even if a portion of the screen is covered. Only those District employees who have a legitimate need to know may view the video.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints
Policy FNG
In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office, Student Services, or the Superintendent’s office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal’s response.

Administering Medication to Students
Policy FFAC
Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students as indicated in policy FFAC (Local). Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with District policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.
Dietary Supplements
Policies DH, FFAC
District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs
Policy FFAC
A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:
• Recommending that a student use a psychotropic drug
• Suggesting a particular diagnosis
• Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline
Policies in the FN series and FO series
Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student’s conduct should contact the classroom teacher or campus principal.

Student Attendance
Policy FEB
Teachers and staff should be familiar with the District’s policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. If the student is 18 or older, or is an emancipated minor, the student may sign the note. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying
Policy FFI
Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to campus principal. The District’s policy (DH (Local)) includes definitions and procedures for reporting and investigating bullying of students and is reprinted at Appendix E.
Hazing
Policies FNCC
Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.
APPENDIX A - Policy DIA (Local/Exhibit)

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EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

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**Note:** This policy addresses discrimination, harassment, and retaliation involving District employees. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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**Definitions**

Solely for purposes of this policy, the term "employees" includes former employees, applicants for employment, and unpaid interns.

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**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

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**Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law that adversely affects the employee’s employment.

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**Harassment**

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

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**Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

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**Sexual Harassment**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

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APPENDIX A - Policy DIA (Local/Exhibit)

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples
Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Retaliation
The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

Examples
An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples
Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct
In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures
An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials
For the purposes of this policy, District officials are the Title IX coordinator, the Title II/ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator
Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA EXHIBIT]]
APPENDIX A - Policy DIA (Local/Exhibit)

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EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Title II / ADA / Section 504 Coordinator
Reports of discrimination based on disability may be directed to the designated Title II/ADA/Section 504 coordinator. [See DIA(EX-HIBIT)]

Superintendent
The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures
An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or Title II/ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

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

Notice of Report
Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Investigation of the Report
The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the...
APPENDIX A - Policy DIA (Local/Exhibit)

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EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

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ADOPTED: 4 of 4
APPENDIX A - Policy DIA (Local/Exhibit)

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Courtney Dickey  
Position: Professional Standards Administrator  
Address: 200 North W. S. Young Drive, Killeen, TX 76543  
Telephone: (254) 336-0041

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Tina Cole  
Position: Director for Employee Relations  
Address: 200 North W. S. Young Drive, Killeen, TX 76543  
Telephone: (254) 336-0045
APPENDIX B - Policy FFH (Local)

Killeen ISD
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STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

Statement of Nondiscrimination
The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Discrimination
Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment
Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples
Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

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UPDATE 104
FFH(LOCAL)-X
APPENDIX B - Policy FFH (Local)

Sexual Harassment
By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it:

   a. Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or

   b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child’s hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.
APPENDIX B - Policy FFH (Local)

Killeen ISD
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STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits those acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the
APPENDIX B - Policy FFH (Local)

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STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH (LOCAL)

student's household. Additional examples may include destroying
property belonging to the student, threatening to commit suicide or
homicide if the student ends the relationship, attempting to isolate
the student from friends and family, stalking, threatening a stu-
dent’s spouse or current dating partner, or encouraging others to
engage in these behaviors.

Retaliation The District prohibits retaliation by a student or District employee
against a student alleged to have experienced discrimination or
harassment, including dating violence, or another student who, in
good faith, makes a report of harassment or discrimination, serves
as a witness, or participates in an investigation.

Examples Examples of retaliation may include threats, rumor spreading, os-
tracism, assault, destruction of property, unjustified punishments,
or unwarranted grade reductions. Unlawful retaliation does not in-
clude petty slights or annoyances.

False Claim A student who intentionally makes a false claim, offers false state-
ments, or refuses to cooperate with a District investigation regard-
ing discrimination or harassment, including dating violence, shall
be subject to appropriate disciplinary action.

Prohibited Conduct In this policy, the term "prohibited conduct" includes discrimination,
harassment, dating violence, and retaliation as defined by this poli-
cy, even if the behavior does not rise to the level of unlawful con-
duct.

Reporting Procedures

Student Report Any student who believes that he or she has experienced prohib-
ited conduct or believes that another student has experienced pro-
hibited conduct should immediately report the alleged acts to a
teacher, school counselor, principal, other District employee, or the
appropriate District official listed in this policy.

Employee Report Any District employee who suspects or receives notice that a stu-
dent or group of students has or may have experienced prohibited
conduct shall immediately notify the appropriate District official
listed in this policy and take any other steps required by this policy.

Definition of District Officials For the purposes of this policy, District officials are the Title IX co-
dinator, the Section 504 coordinator, the Title II coordinator, and
the Superintendent.

Title IX Coordinator Reports of discrimination based on sex, including sexual harass-
ment or gender-based harassment, may be directed to the design-
gated Title IX coordinator for students. [See FFH(EXHIBIT)]

Section 504 Coordinator Reports of discrimination based on disability may be directed to the
designated Section 504 coordinator for students. [See FFH(EXHIBIT)]

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APPENDIX B - Policy FFH (Local)

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STUDENT WELFARE  FFH
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (LOCAL)

Title II Coordinator

The District has designated a Title II coordinator to coordinate its efforts to comply with and carry out its responsibilities under Title II of the Americans with Disabilities Act of 1990, as amended. [See FFH(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, Section 504 coordinator, or Title II coordinator may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

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

Notice to Parents

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

Investigation of the Report

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.
APPENDIX B - Policy FFH (Local)

Killeen ISD
014906

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

District Investigation

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

Notification of Outcome

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

District Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of
areas where prohibited conduct has occurred, and reaffirming the
District's policy against discrimination and harassment.

Bullying If the results of an investigation indicate that bullying occurred, as
defined by FFI, the District official shall refer to FFI for appropriate
notice to parents and District action. The District official shall refer
to FDB for transfer provisions.

Improper Conduct If the investigation reveals improper conduct that did not rise to the
level of prohibited conduct or bullying, the District may take disci-
plinary action in accordance with the Student Code of Conduct or
other corrective action reasonably calculated to address the con-
duct.

Confidentiality To the greatest extent possible, the District shall respect the priva-
cy of the complainant, persons against whom a report is filed, and
witnesses. Limited disclosures may be necessary in order to con-
duct a thorough investigation and comply with applicable law.

Appeal A student or parent who is dissatisfied with the outcome of the in-
vestigation may appeal through FNG(LOCAL), beginning at the
appropriate level. A student or parent shall be informed of his or
her right to file a complaint with the United States Department of
Education Office for Civil Rights.

Records Retention The District shall retain copies of allegations, investigation reports,
and related records regarding any prohibited conduct in accord-
ance with the District's records retention schedules, but for no less
than the minimum amount of time required by law. [See CPC]

Access to Policy and Procedures Information regarding this policy and any accompanying proce-
dures shall be distributed annually in the employee and student
handbooks. Copies of the policy and procedures shall be posted
on the District's website, to the extent practicable, and readily
available at each campus and the District's administrative offices.
APPENDIX C - Policy DGBA (Local)

Killeen ISD
014906

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.

2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.

3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.

4. Complaints concerning instructional resources shall be submitted in accordance with EF.

5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.

6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.

7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when
APPENDIX C - Policy DGBA (Local)

Direct Communication with Board Members

communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process

An employee may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Whistleblower Complaints

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 90 calendar days of the initiation of the complaint.

[See DG]

Complaints Against Supervisors

Complaints alleging a violation of law by a supervisor may be made to the next-level supervisor. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

General Provisions

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

DATE ISSUED: 12/18/2014
UPDATE 101
DGBA(LOCAL)-X
APPENDIX C - Policy DGBA (Local)

Killeen ISD
014906

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's e-mail address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

Designation of Representative

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.
APPENDIX C - Policy DGBA (Local)

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refilled with all the required information if the refiling is within the designated time for filing.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee’s complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and

2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference. The administrator may, but is not required to, record the conference. If such recording is made, it shall become part of the Level One record.
Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall explain the basis of the decision.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.
5. A recording of the Level One conference (if made).

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference. The Superintendent or designee may, but is not required to, record the conference. If such recording is made, it shall become part of the Level Two record.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall explain the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any
APPENDIX C - Policy DGBA (Local)

Killeen ISD
014906

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.
5. A recording of the Level Two conference (if made).

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including presentation and rebuttal by the employee and administration, and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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UPDATE 101
DGBA(LOCAL)-X
In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.
APPENDIX D - District Policy FFI (Local) Student Welfare Freedom from Bullying

Killeen ISD
014906

STUDENT WELFARE
FFI
FREEDOM FROM BULLYING
(LOCAL)

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited
The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples
Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation
The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples
Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim
A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

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

Reporting Procedures
To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report
Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

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UPDATE 109
FFI(LOCAL)-A
APPENDIX D - District Policy FFI (Local)

STUDENT WELFARE
FREEDOM FROM BULLYING

Report Format
A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report
When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct
The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report
The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation
Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents
If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action
Bullying
If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District’s Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline
A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
APPENDIX D - District Policy FFI (Local)

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action  Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers  The principal or designee shall refer to FDB for transfer provisions.

Counseling  The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct  If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality  To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal  A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention  Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures  This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.
APPENDIX E – District Policy DH(Local) “Alcohol and Drugs/Notice of Drug-Free Workplace

Killeen ISD
014906

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Alcohol and Drugs / Notice of Drug-Free Workplace

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

2. Alcohol or any alcoholic beverage.

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;

2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

4. Referral to drug and alcohol counseling or rehabilitation programs;

5. Referral to employee assistance programs;

6. Termination from employment with the District; and

7. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

DATE ISSUED: 11/21/2017
UPDATE 109
DH(LOCAL)-B

ADOPTED:
# Classified Holiday Calendar for 2018-2019 School Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>July 4, 2018</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 3, 2018</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>Veteran’s Day</td>
</tr>
<tr>
<td>November 21-23, 2018</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>December 24-26, 2018</td>
<td>Christmas</td>
</tr>
<tr>
<td>January 1, 2019</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>May 27, 2019</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

This calendar reflects the approved holidays for the upcoming 2018-2019 work year. It is not based on pay periods and cannot be used for pay purposes. To see pay periods and paydays, please refer to the 2018-2019 payroll calendar (copies may be obtained in payroll).
Employee Complaint Form - Level One

Complete this form in accordance with District policy DGBA (Local). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level One complaint to your campus principal or department director.

1. Employee's Name _________________________________________________________________
2. Position _________________________________________________________________________
3. Address & Telephone Number _______________________________________________________
4. Campus __________________________________________________________________________
5. The date of the event or action that gave rise to this complaint __________________________
6. A detailed factual description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary)

________________________________________________________________________________

7. Explain specifically how you were harmed or injured by the facts that you provided in response to item 6 above.

________________________________________________________________________________

8. Identify and attach any documents upon which you will rely during the complaint process and explain what those documents will prove. (If you do not have these documents at the time you file your complaint, you will be able to provide copies at the Level One conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

________________________________________________________________________________

9. The District wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.

________________________________________________________________________________

10. Identify the remedy you seek for this complaint. In other words, what do you want us to do in response to your complaint?

________________________________________________________________________________

________________________________________________________________________________

Employee's Signature _________________________________________________________________
Date Submitted _______________________________________________________________

Name, address, and telephone and fax number of representative, if any.

________________________________________________________________________________

________________________________________________________________________________
APPENDIX H

Responsible Use of Technology Resources

Personal Responsibility
The Killeen Independent School District is pleased to offer access to a variety of technology resources. We believe that our users will participate in engaging work using the variety of rich, digital resources available today, as well as those emerging technologies to come. Access carries with it responsibilities for all users. Technology and technology access is changing rapidly. Misuse will not be tolerated. Misuse means any violation of this procedure or any other use that is not included but has the effect of harming another person, his or her personal property or District resources.

Statement of Procedure
Killeen ISD provides a wide range of technology resources to its staff and students in order to advance the educational mission of the District. These resources are provided and maintained at the public’s expense and are to be used by members of the school community with respect for the public trust. Technology access is made available for limited educational and administrative purposes and in the furtherance of specific educational goals. The District reserves the right to place reasonable restrictions on the material accessed or sent through the systems. All users shall be prohibited from using District technology resources for personal gain or commercial work.

Any user identified as a security risk, as having improperly used District technology resources, or as having violated District and/or campus policies or administrative regulations may be denied access to District technology resources.

Definitions
Killeen ISD Technology Resources. All references to “technology resources” include, but are not limited to, all the District’s electronic communication systems and electronic equipment, text messaging systems, internet access, the District’s intranet, voicemail, individual computing devices, hand-held devices, monitors, keyboards, printers, servers, and cabling owned, leased, or used by Killeen ISD; any software used on these devices; and all web-based resources, to include email.

Hacking. An illegal activity that involves gaining, or attempting to gain, unauthorized access to the computer files of another person, corporation, or governmental agency. Hacking may also include harming or destroying files, hardware, or software after gaining such access.

Harassment. As defined by Board Policies DIA and FFH., the term “harassment” includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual’s race, color, sex, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Plagiarism. Taking the ideas or writings of others and presenting them as if they were yours.
Spamming. The abuse of the District email system to send unsolicited bulk messages indiscriminately. Spamming is prohibited.

**Code of Conduct**

Employees are responsible for appropriate behavior on the District’s network just as they are in any other setting. Communications on the Network are often public in nature, and Board policies governing behavior and communications apply. It is expected that users will comply with District standards contained in Board Policy DH (Exhibit) (Code of Ethics and Standard Practices for Texas Educators), as well as all other Board Policies and the specific rules set forth in this procedure. The user is personally responsible for his/her actions in accessing and utilizing the District’s technology resources.

Specific Rules for Network Usage Regarding Privacy. District Technology Resources and all its associated hardware and software remain District property at all times. District resources may not be used for personal gain. There is no expectation of privacy in the use of the Network or application activity. The District may access the files of any KISD computer or device at any time. This also applies to e-mail and other files stored on District equipment. Network administrators may review communications to maintain system integrity and ensure that employees are using the system responsibly.

**Responsible Usage**
The following additional responsibilities pertain to all Killeen ISD users:

- Users are responsible for not sharing their account (or any other user’s account) access with others.
- Users must comply with the District’s record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records, and campaign laws.
- Users must maintain the confidentiality of health or personnel information concerning District staff and students unless disclosure serves lawful professional purposes or is required by law.
- Users must respect all copyright and cite all sources properly.
- Users must comply with Federal copyright laws and Fair Use Guidelines for Multimedia in Education.
- Instructional staff should:
  - Instruct students in the proper use of technologies, including, but not limited to, use of Technology Resources and digital citizenship.
  - Preview websites before introducing them to the class. Teachers should not engage in first-time viewing of a site with students present.
  - Closely supervise students at all times during an instructional period to prevent their access to unauthorized sites or activities.
  - Ensure that a current parental permission slip is on file at the campus before photographing, videotaping, or recording a student, and before displaying a student’s work on the internet, Cable Channel, or printed matter (permission slips must be renewed each school year).
  - Permission slips are not necessary when distant shots are taken of groups of students; however, these images should be such that students are not individually identifiable.
• Students’ names, phone numbers, social security numbers, home addresses, or parents’ names will not be used in conjunction with personal images or student work.

Inappropriate and Prohibited Usage
• **Commercial Use.** Using District technology resources, including but not limited to hardware, software and network connections for personal or private gain; personal business; or for commercial advantage.

• **Political Use.** Killeen ISD is a governmental entity and using District technology resources for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using technology resources to assist, or to advocate for or against, a ballot proposition or a political candidate. Only those staff authorized by the Superintendent may express the District’s position on pending legislation or other policy matters.

• **Illegal Use.** Illegal activities are any violations of federal, state, or local laws.

• **Indecent Use.** Indecent activities include violations of generally-accepted social standards for the use of publicly owned and operated equipment. Users are prohibited from intentionally accessing pornographic websites; viewing pornographic material; or distributing pornographic, coarse, or vulgar material to others. For the protection of the user, any inappropriate information accidentally accessed should be immediately reported to a principal or technology administrator.

• **Vandalism.** This is defined as any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the internet. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws.

• **Disabling or attempting to disable any internet filtering measures or encrypting communications to avoid security review. Accessing sites not authorized under the District’s filtering policies (e.g., via VPN or unauthorized proxy). Requests to disable a filtering device should be made to District technology administrators.**

• **Using any account or login credentials other than your own.**

• **Sharing your account or login credentials or those of any other users.**

• **Sharing personally identifiable information without proper authorization. Information about other people that is protected by privacy laws, including address, telephone number, school address, work address, photographs, etc., should not be transmitted electronically to a non-KISD system without the approval and guidance of Technology Services.**

• **Forgery.** Pretending to be someone else when posting, transmitting, or receiving messages.

• **Attempting to read, delete, copy, modify, or interfere with another user’s posting, transmittal, or receipt of electronic media.**

• **Using resources to engage in conduct that harasses or bullies others.**
• Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
• Using inappropriate language such as profanity/swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
• Posting or transmitting individually identifiable photos of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
• Violating others’ intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
• Use of unlicensed software or altering District installed software. Only software that is licensed to Killeen ISD may be installed on devices and systems belonging to Killeen ISD. Anyone who installs or uses unlicensed software assumes all responsibility for any damages and liabilities that may be caused as a result of such action. Resources licensed for KISD may not be installed on non-KISD resources.
• Wasting school resources through improper use of the District’s technology resources, including creating and distributing chain letters, sending spam, or setting up equipment so that it can act as an “open relay” for third-party spammers, or providing products or services for pay, i.e., outside employment.
• Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.
• Gaining unauthorized access to restricted information or resource

Consequences for Inappropriate Use
Noncompliance with applicable regulations may result in a) suspension of access to District technology resources; b) revocation of account; and/or c) disciplinary action consistent with District policies and regulations (see KISD Student Code of Conduct, Policy BBI, CQ and DH, Employee Standards of Conduct Code of Ethics and Standard Practice for Texas Educators). Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Reporting Violations
Immediately report any known violation of the District’s applicable policies or acceptable use guidelines to the appropriate campus/District supervisor or the Executive Director for Technology Services or, if you are a student, to a supervising teacher. You must report requests for personally identifying information or contact from unknown individuals as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

Monitored Use and Filtering
Electronic mail transmissions and other use of the electronic communications shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes. Each District computer with internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.
Internet Safety
Killeen ISD controls students’ access to inappropriate materials, as well as materials that are harmful to minors. KISD also makes every effort to ensure student safety and security when using District electronic communications including a) preventing unauthorized access, hacking and other unlawful activities; b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students, and c) educating students about cyber bullying awareness and response, as well as appropriate online behavior.

Education
Education in the proper use of technology resources will be provided for employees and students with emphasis on safe and ethical use. Education is designed to promote District standards and acceptable use of technology resources as set forth in Board Policy and Responsible Use Guidelines. Education promotes student safety in electronic communications, including the internet, appropriate online behavior, and cyber bullying awareness and response. Users will be provided copies of the District's responsible use guidelines.

Word of Caution
System users and parents of students with access to the District's electronic communication system(s) should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate or objectionable material.

Disclaimer
The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the internet.
APPENDIX I

Employee Standards of Conduct - Dress Code

The District dress code applies to all employees of the school District, including full- and part-time staff members, substitute teachers, and student employees, unless other specific job-related standards are established and approved by the Superintendent.

The dress and grooming of District employees shall be neat, clean, and in a manner appropriate for their assignments, and in accordance with the following standards:

1. All outer garments shall fit properly.
   a. Clothing shall be within one size up or down of appropriate size.
   b. Dresses and skirts, including the slits, shall be no more than 2” above the knee. Shorts, skorts, and culottes shall not be worn.
   c. Pant Length: Capri pants must be at least two inches below the bottom of the knee.
   d. Halter tops, tank tops, undershirts, T-shirts, midriff blouses, see-through mesh or net-like materials are unacceptable.

2. Tight-fitting or revealing garments that may appear to be an undergarment, such as spandex, shall not be worn as an exterior garment.

3. Warm-ups or sweat suits are unacceptable.

4. Shoes shall be soled and appropriate for the job responsibilities of personnel. Shoes inappropriate for school include shower shoes, beach footwear, and house slippers.

5. Athletic shoes are not acceptable except as designated by spirit day and/or on occasions as designated by the supervisor, as long as the following conditions are met:
   a. Athletic shoes shall be worn as they are designed to be worn.
   b. Athletic shoes shall be tied, zipped, or closed as they are designed to be worn.
   c. Athletic shoes that are worn out or dirty are unacceptable.

6. Clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, sexual innuendo, or any controlled substances are unacceptable.

7. Male instructional staff shall wear slacks and collared shirts or other business casual attire. T-shirts may not be worn as an outside garment, except as designated by spirit day.

8. Business casual attire does not include jeans and ties are optional.

9. Jeans shall not be worn unless on a designated day such as spirit day, collegiate day or to support a fundraiser. Jeans should not be worn more than one day per week.

10. Male staff members may wear neatly trimmed mustaches or beards.

11. Hair shall be clean and kept in a neat, professional style.

12. Visible inappropriate (as reflected in item #6) tattoos are unacceptable.

13. Earrings worn on the ears are the only form of body piercing that is acceptable.

14. Frayed, worn, or tattered clothing is unacceptable.

15. All District employees shall wear and appropriately display name badges.

16. Teacher workday attire may be designated by the supervisor. Teachers attending professional development, whether in or out of District, shall follow the District dress code standards.

17. The student dress policy should not be more restrictive than the expectations for staff.
The Employee Dress Regulation as written reflects minimal expectations. The campus administration may set higher expectations with the involvement of the Campus Employee Advocacy Committee.

Exceptions to the standards are as follows:

1. Physical education, athletic, OT/PT, school clinic and dance staff may choose to wear appropriate uniforms, approved by the administration, during the specified instructional period. When in the academic classroom, these uniforms are unacceptable.

2. Instructors in career and technology course may wear clothing and footwear appropriate for the activity during the instructional period. Safety is the primary goal when determining professional dress for these employees.

3. Instructors conducting special activities such as field trips, and the like, may wear clothing or footwear appropriate for the activity with approval of the supervisor.

4. Auxiliary employees in maintenance, custodial, transportation, food service, network services, telecommunication services, warehouse and property management positions shall comply with all standards in the District dress code unless specific exceptions are stated in these departments’ dress codes.
Employee Handbook Receipt

I hereby acknowledge electronic receipt of the KISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change, and changes will be posted in the online version of the handbook. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I also understand that the complete text of District policies, as well as this employee handbook, may be accessed through the District’s website at <www.killeenisd.org>, as outlined in the introduction to this handbook. I understand that the online version of the Employee Handbook is the most current and authoritative.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform Human Resources of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or Human Resources if I have any questions or concerns or need further explanation.

____________________  ______________________
Signature of Employee  Date

____________________  ______________________
Printed Name of Employee  Campus/Department
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