

KILLEEN INDEPENDENT SCHOOL DISTRICT

# SUBSTITUTE TEACHER HANDBOOK



Killeen ISD Substitute Center (254) 336-0113



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# Introduction

Welcome to the 2022-2023 school year! As a substitute teacher, the service you provide to the district is invaluable. The opportunities for students to learn must continue, regardless of the reason(s) the teacher is absent. The services of dependable, well-prepared substitute teachers are essential to the Killeen Independent School District as we meet the educational needs of our students. The information contained in this handbook is provided to assist you in your important role.

The school district depends on you to be available to substitute at least five days each month during the time you have indicated to us that you will be able to serve. Refusing to substitute for 30 days consecutively or without working 5 days per semester will result in your name being removed from the list.

If you become ill while on the job or must leave before the assignment ends, notify the school administrator on campus immediately. If you are unable to speak with an administrator, please contact the Substitute Center at 254-336-0112 or 254-336-0113.

If you move or change your telephone number or e-mail please change it in your Sub Center account.

Thank you for your willingness to serve the students of KISD. Do your best to positively change the life of every child you teach during the 2022-2023 school year!



# Requirements

The following requirements **MUST BE** completed and filed with the Substitute Center prior to serving as a Substitute teacher.

1. Completed on-line application.
2. Official transcript from college and/or university escripted to [transcriptssubstitute@killeenisd.org](mailto:transcriptssubstitute@killeenisd.org) .
3. Substitute Packet (available on the KISD website or in person at our office).
4. Copy of teaching certificate (if applicable)
5. Federal withholding exemption form W-4.
6. Employment Verification Form I-9 and verifying documents, (driver's license, social security card, birth certificate, passport, etc.) See I-9 form for this information.
7. Provision for direct deposit (A voided check with your name preprinted or a bank card with your name and account number on it.)
8. A substitute is rated for eligibility according to the following criteria:
  - a. educational level
  - b.1 supervisory job reference with a valid email address
9. Fingerprinting for background check.



# General Information

## ADMINISTRATIVE PROCEDURES

Daily assignments shall be made through Human Resources where an active list of persons qualified to serve as substitute teachers is maintained in Substitute Center. Substitutes shall be paid in accordance with the substitute teacher pay scale approved by the Board of Trustees. Although principals and teachers do not select substitutes and cannot pay them directly, their recommendations and evaluations of prospective substitutes are encouraged. Administrators have the right to request that a substitute not be allowed to work on his/her campus.

## PERSONNEL INFORMATION

1. Retired teachers may apply for substitute teaching. A disabled retiree is limited to 90 days of substitute service per school year. Employment during part of a day or hour will be recorded as a whole day for disabled retirees.
2. The district will ascertain, before the beginning of each scholastic year, if the substitute teacher desires to remain on the active substitute list.
3. Only those persons registered with Substitute Service Center and listed on the official substitute roster are eligible for substitute teaching.
4. A substitute that is no longer available for assignments is encouraged to email the Substitute Center including last day to work and reason. The information should be accurate and detailed to provide the district with information for future reference.
5. When not available to substitute for less than 2 weeks, the substitute teacher should make themselves unavailable through the Substitute Service Center as soon as possible. When ready to return to duty, the substitute teacher should indicate availability status. In addition, call the Substitute Center at 254-336-0112 or 254-336-0113. When unavailable more than 2 weeks you must contact the Sub Center and provide documentation of why you will be out (a doctor's note, military orders, funeral program, etc.).
6. For the protection of the employee and the district, it may sometimes become necessary to **suspend** the substitute from returning to work until an investigation has been conducted.



7. In the event of any alleged misconduct, which may lead to dismissal, substitutes are notified in writing/email or by phone. You are expected to respond to all correspondence from our office. Failure to respond could result in termination.
8. Once fingerprints are cleared and reference have been received you will receive a "Welcome" email from the Sub Center.
9. Be prepared to show identification when you arrive on campus.
10. Substitute work schedules will be monitored by the substitute center. A notification will be emailed to the email address on file that you have reached your 30 days or not working at least 5 days by the end of the semester. You will Half days will not count as a full day. You will be removed from the list if the requirements are not completed. Notify the sub center with documentation of why you were unable to work. Failure to do so may be considered job abandonment and you may not be considered for rehire.
11. If you are removed from the list for not working, you may not be able to return as a sub for the current school year.
12. **Letter of Reasonable Assurance:** At the end of each school year, all active substitute teachers in good standing will receive a "Letter of Reasonable Assurance." This letter must be signed electronically. Failure to return the letter is considered a resignation. Substitute teachers who are not performing satisfactorily at the end of any school year will not be invited to reapply the following year. **All substitutes are required to work a minimum of 5 days per semester (whole days).** If the minimum number of days is not met the substitute will not receive a Letter of Reasonable Assurance for the following school year. This annual minimum requirement will be prorated for substitutes who begin employment with Killeen after the school year has started. New substitutes will receive and sign a Letter of Reasonable Assurance in the substitute application packet that they complete for employment.



# PROFESSIONAL ETHICS

1. The substitute teacher has professional obligations. The substitute should use caution in expressing personal reactions and opinions about what is seen and heard on the various campuses.
2. Any information about students and school staff must be treated as confidential.
3. The substitute teacher should avoid voicing inappropriate criticism of the staff or students.
4. Request administrative approval **before** leaving the campus during duty hours.
5. Do not promote, sell, or solicit goods or services while on KISD property. Do not gather information from students for personal use. Do not contact students by phone, e-mail, or social media.
6. Do not use the teacher's personal computer unless instructed to do so by the teacher. Personal computers are prohibited on campus.
7. The use of cellphones on campus is **NOT** allowed. The students deserve the undivided attention of the substitute for their own safety and learning.
8. Unauthorized visitors are not allowed in the classroom.
9. Do **NOT** feed students due to food allergies or medical conditions.
10. The substitute has a professional obligation to work in the accepted job for the day. A substitute will be **TERMINATED** for walking off the job or leaving without permission.
11. Professional/business casual dress is always required unless given permission by campus administration. **Jeans, t-shirts, leggings, tennis shoes, scrubs, spandex, and jogging suits are not allowed.** You will be sent home to change. If you choose not to return, you will not get paid for the day.



# PROFESSIONAL DUTIES

1. Use this handbook---become acquainted with it as soon as possible.
2. Report to the administrative office in assigned building at least 15 minutes prior to the start of school.
3. Ask for the office phone number to have on hand in case you need to contact them for support.
4. Please follow the classroom teacher's instructions as thoroughly as possible including instructions for students who have an IEP or Section 504 Plan. If you have questions about these, please ask the administrator on duty.
5. Check the classroom teacher's mailbox.
6. Review the teacher's lesson plans, teaching materials, general building routines, procedures, and safety drill regulations. The Substitute Information Folder should contain the necessary information. You may also see the Safety Information portion of this handbook for more information.
7. Understand that substitutes may be required to supervise a class or assist with some other activity during the conference period of the regular classroom teacher. Substitutes are entitled to a lunch break; the lunch break time varies from school to school.
8. Consult a campus administrator or an assigned teacher, if there are any questions about the activities of the day.
9. Fulfill the regular teacher's entire program such as hall duty, bus duty, playground duty, etc. Subs do not get a conference period.
10. Monitor assigned classes carefully and actively.
11. Ask for assistance from teachers and other administrators when necessary.
12. Check the room conditions noting lighting, temperature, and seating arrangements.
13. Refer all unusual requests from parents and students to the campus administrator.
14. Do not release students from the building during school hours without office permission.





15. Check the class roll in the manner designated by the teacher. List names and dates of absentees and tardies as instructed. Prepare a list for the teacher.
16. Do not assign written work or homework that is not in the lesson plan except by request of the regular teacher or campus leadership.
17. Complete all written work assigned in the lesson plans as instructed by the regular teacher or campus leadership.
18. Remember that textbooks, workbooks, or library books are issued only by the regular teacher.
19. You must leave a summary of the activities completed during the absence of the regular teacher.
20. Do not take student work home unless you have permission from campus administrators.
21. Take the responsibility for instructional planning when the assignment is for a long-term period. Develop appropriate assignments, grade papers, keep records, attend faculty meetings, and assume other duties of the regular classroom teacher. ONLY teacher's positions receive long term pay.
22. Long Term Days: Based on the information contained in our board policy, Texas Administrative Code, and the state's Education Code, we are limited to assigning a noncertified/inappropriately certified substitute to 30 consecutive days. After the 30th day, the sub will need to be reassigned for at least two weeks. Subs are not limited to 30 total days in an assignment.
23. Do not cancel assignments the day of the job (excluding dire emergencies). If it becomes necessary to cancel an assigned job, please do so at the earliest possible opportunity but no later than 24 hours before the jobs start. It is best to cancel the assignment in the system, followed by a courtesy call to the campus. If the job already has started or if it is less than 24 hours, it will be impossible to cancel it in the system and direct campus contact will be required. This is considered a same day cancellation. Once an assignment has been accepted, it is critical that the substitute teacher fulfills the commitment or cancel the job 24 hours before the job starts. Failure to do so will result in a school's excluding that substitute teacher from working on that campus; repeated failure to do so will result in the substitute teacher being restricted from working anywhere in the district. Five same day cancellations may result in removal from the substitute list.
24. NO SHOWS: Four no shows will result in removal from the substitute list.
25. No computer usage unless instructed to do so in teacher's lesson plan. NO personal computers or any other electronic devices should be used by the substitute



while on campus. **Do not video students for any reason or make videos of yourself.**

26. NO physical restraints or grabbing of students in anyway unless it is a safety reason. If you feel that a situation is escalating to a physical interaction, please **contact the office immediately.**

27. Be on time.

28. Become familiar with Local Policies: [www.Killeenisd.org](http://www.Killeenisd.org) Policy-On-Line.



# Avoiding Negligence

A major concern among substitute teachers is protecting their students from harm and themselves from lawsuits. While not all accidents can be avoided, liability for them can be if the substitute teacher has provided adequate supervision. The following guidelines may help you prevent injuries to students under your supervision, act responsibly in the event of accidents and avoid legal problems should mishaps occur.

1. **NEVER LEAVE STUDENTS UNATTENDED.** Use the classroom phone, intercom, or send a student(s) with a message if you need to contact the principal or another teacher.
2. For safety reasons, make sure the classroom door **remains locked at all times.**
3. REVIEW and FAMILIZE YOURSELF WITH ALL Section 504 or Individual Education Plans for students provided by the teacher. If you have questions about the documentation, please contact the campus administration for clarification. **This documentation must be followed exactly and is not optional.**
4. **NEVER USE CORPORAL PUNISHMENT WITH STUDENTS.** Corporal punishment includes hitting, pushing, pinching, forcing a child to stand up for long periods of time, making a student do pushups, write repetitive statements or words, or using any physical force. They also must not be separated from the class and sat in the hall.
5. **NEVER GIVE MEDICINE OF ANY KIND, INCLUDING ASPIRIN TO STUDENTS.** Refer students who are taking medication to the office. Only Substitute clinic nurses and aides may dispense prescribed medication to students.
6. **DO NOT ORDER A DISRUPTIVE STUDENT TO LEAVE CLASS.** Instead request assistance by calling the office. Another option may be to ask a neighboring teacher to supervise your class while you escort the student to the office. If an office referral is warranted, please ask a neighbor teacher to put it into the online system.
7. **DO NOT FEED STUDENTS.** A student could have food allergies or a medical condition. Students may have their own snacks if allowed by classroom teacher only.
8. Maintain a neat, orderly, and safe environment for students.
9. Know how to quickly contact school personnel who can assist you with an emergency.



10. Report accidents or injuries to the office immediately. As soon as possible write down what happened for school authorities and keep a copy of the report for yourself. Injured students must be escorted to the nurse with a Nurse Pass stating the reason. For serious injuries, call the office immediately at once for assistance.

11. If a student appears to be ill, call for assistance. If the student does not return to class, check with the office to verify his/her status (dismissal, waiting for a parent, etc.)

12. Follow school procedures for allowing students to leave the campus early.

13. Do not keep students after class or after school.

14. No persons from outside the school should be permitted to question or interview a student except in the presence of the principal, assistant principal, or his/her designee.

15. If someone comes to the classroom to pick up a child, refer him/her to the office. The student should not leave your class unless you have permission from the administration.

16. Obtain permission from the principal before sending notes or other communication home to parents.

17. Avoid introducing controversial subjects or materials (internet searches, questionable cartoons, etc.) to classes.

18. Do not advertise products or services during class.

19. Do not date students or socialize with them after school or during lunch.

20. Avoid being left alone with a student for extended periods of time.

21. Safeguard equipment and materials against abuse or theft.

22. If a student teacher is assigned to your class, remain on duty in the classroom, assisting the student teacher as necessary.

23. **Only** show videos that are included in the lesson plan.

24. NO PETS other than service animals are allowed on campus.

25. Please do not befriend students on social media sites or let them take pictures or videos of you or with you.



# SUBSTITUTE TEACHER EVALUATION

1. Substitutes may be evaluated by the regular classroom teacher or a campus level administrator.
2. Input from other campus employees and students may be added to the evaluation.
3. Campus level administrators will send evaluation forms to the Substitute Center.
4. You may receive a copy of the evaluation notifying you of alleged misconduct while on an assignment. A negative evaluation may be just cause for removal from the substitute list. If an evaluation is negative, the substitute teacher may be notified by e-mail or phone to schedule a conference with the Substitute Specialist. The purpose of the conference is to gain your perspective and find a solution to the problem so that we can all experience success.
5. We encourage positive comments about the performance of the substitute. We will share these evaluations with you.
6. Evaluations become a part of the personnel file.
7. Periodically, the Substitute Center Specialist will send informative communication to all substitutes.



## SUBSTITUTE TEACHER EVALUATION

Substitute Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Campus: \_\_\_\_\_

### Teacher Observations:

1. How long did this substitute teach for you? \_\_\_\_\_ day(s)
2. Did you leave lesson plans? ☐ Yes ☐ No
3. If yes, did the substitute follow your plan? ☐ Yes ☐ No
4. Did the substitute leave you any notes regarding substituting in your class? ☐ Yes ☐ No
5. Would you recommend this substitute to other teachers? ☐ Yes ☐ No

If no, recommend changes that can be made by this substitute to improve performance.

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What did this substitute do that you wish others would do when substitute teaching in your classroom?

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### Principal's Comments:

1. Did the substitute arrive on time? ☐ Yes ☐ No
  2. Would you like this substitute to return to your school? ☐ Yes ☐ No
- In your opinion should this substitute continue to substitute teach in the district? ☐ Yes ☐ No  
If no, please explain why and what corrective action an administrator on your campus has taken with the substitute in reference to your concern.

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\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal/Coordinator Signature

\*\*\*Please respond to all questions your input is appreciated\*\*\*

The above information may be shared with the substitute teacher

**\*\*Please return this evaluation to the Substitute Center within 5 days of job\*\***



### SUBSTITUTE FOLDER AND CAMPUS EVALUATION SHEET

Substitute Teacher's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Permanent Teacher's Name: \_\_\_\_\_ Grade or Subject: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

\_\_\_\_\_ I would like to return to \_\_\_\_\_ (Campus).

\_\_\_\_\_ I would NOT like to return to \_\_\_\_\_ (Campus). Please explain (You can write additional information on the back)

Please complete the information below and email or bring into the substitute center. Information will be used to help teachers and staff improve in the areas below and will also let them know what they are doing right to help substitutes have a successful day on their campus.

#### **Substitute Folder**

Did the folder/binder contain class schedule, lesson plans, Class roster, seating charts, classroom management system, dismissal procedures, schedule of special student activities (speech, resource, etc. as well as their accommodations), school maps, emergency procedures, extra duty information, etc.?

#### **Student Behavior**

Please give positive or negative comments regarding student behavior in your class.  
Did they know that you were coming?

#### **Campus Staff**

Please leave comments on how you were treated on the campus. Let the campus know what they did to make you feel welcome or what problem(s) occurred, if any.

Other helpful information that would help substitutes be successful on this campus.

\*\*\* Please return this evaluation to the Substitute Center within the same month of the job. \*\*\*



# SCHEDULING SUBSTITUTES

The Killeen Independent School District maintains a list of persons qualified to serve as substitutes. When a teacher expects to be absent from duty, the teacher reports the absence. You may log on to the Substitute Service Center to “shop” for an assignment.

1. It is impossible for the district to guarantee assignments or frequency of assignments. Substitutes may be assigned on a full day or half day basis in the following positions: teachers, instructional aides, clinic aides, secretaries and licensed nurses.
2. All requests for substitutes must be entered in Substitute Service Center. When pre-assigned, please ask the campus to enter the appropriate information. If a teacher requests you to substitute for them on any given day, please provide them with your access id and if possible, get the job number for the teacher. Please check the Substitute Service Center frequently to avoid payroll issues. If you do see a discrepancy, contact the campus first to get the situation resolved and then contact the Substitute Center.
3. The substitute is subject to reassignment during the day if circumstances require changes. Please be flexible!
4. In the event of excess assignments at any campus, the substitute will be reassigned or remain on campus for ½ day fulfilling duties assigned by the campus substitute coordinator.
5. If after the substitute has been called, an emergency arises which calls for a change of plans, the substitute should call the substitute center as soon as possible so that the JOB can be reassigned. Do not secure your own replacement, allow the system or Sub Center to do this for you. You must call the Sub Center if canceling a same day job.
6. An on-duty substitute should continue the assignment until officially released by the campus substitute coordinator. Substitutes may be assigned some duties during the regular teacher's conference period. **On an early out day the sub should ask in the office when they have permission to leave for the day.** The campus administration may ask the substitute to help in other areas until they are permitted to leave which should not be past the regular dismissal time.
7. Substitutes must have a working email address and telephone number.
8. **Do not accept a same day job if you are not able to arrive at the assigned campus within 45 minutes.**





9. Substitute work schedules will be monitored by the Substitute Center. A substitute may be removed from the list after 30 days of not working.
10. Be on time.

## PROCEDURE FOR CHECKING IN AND OUT

At the beginning of each day of an assignment, the substitute must report to the main office and sign in. Please remember to sign out at the end of the day. Do not sign out when you sign in.

### PAY

1. Killeen Independent School District has selected MidAmerica Administrative & Retirement Solutions LLC ("MidAmerica") to provide administrative services for the district's new 3121 FICA Alternative Plan. Effective January 1, 2019, the district will begin to deposit pre-tax contributions of 7.5% into your individual 3121 FICA Alternative account, replacing the previous post-tax Social Security contributions of 6.2%. The federal income tax withhold is by a tax table and varies with each employee, depending on their exemptions.
2. The pay period for substitute teachers is shown on the following page,
3. Forms for direct deposit will be provided by KISD Substitute Center.
4. Keep a current address on file in the Substitute Center portal.
5. Half days are paid half of the rate of the position.
6. Questions regarding pay should be directed to Payroll Services at 254-336-0025. Questions regarding job, assignment or other matters regarding substituting should be directed to the Sub Center at 254-336-0112/0113.

### PAY BY EDUCATION

- \$ Pay is based on education at the **time of hire**.
- \$ Information will be changed if the level of education changes.
- \$ **Pay will not be retroactive.**
- \$ An official transcript must be on file.

**YOU WILL BE ABLE TO VIEW YOUR PAY STUB ONLINE AT TGE KILLEEN ISD WEBSITE**

Go to [www.killeenisd.org](http://www.killeenisd.org) and select "Become a Sub" and then on to the right side of the page click "Current Active Subs Login".

**TAX SHELTERED ANNUITIES** – For TSA enrollment, please contact Employee Benefits at 254-336-0165.



# KILLEEN INDEPENDENT SCHOOL DISTRICT

## Pay Scale for Substitutes

### NON-DEGREED

\$80.00 per day for Aides

\$75.00 per day for Secretaries

\$90.00 per day for Classroom Teachers

\*\*\* \$95.00 per day for Long Term Teachers\*\*\*

### FOUR-YEAR DEGREED

\$85.00 per day for Aides

\$75.00 per day for Secretaries

\$100.00 per day for Classroom Teachers

\*\*\* \$110.00 per day for Long Term Teachers\*\*\*

### STATE CERTIFIED TEACHER

\$90.00 per day for Aides

\$115.00 per day for Classroom Teachers

\*\*\* \$125.00 per day for Long Term Teachers\*\*\*

**\* Long Term ---Same assignment for 11 consecutive days or longer without a break during the first 11 days. The increase is retroactive to the first day of the assignment and remains in effect until the end of the assignment if you are not out for 2 consecutive days, in which case your pay will revert to the original amount. ONLY teacher positions receive long term pay.**



\*Self-Contained Special Education Jobs Pay

Paraprofessionals (Aides)	Professionals (Teachers)
Autism (CASD) Functional Skills PPCD Physical Needs Skills Therapeutic Learning Visually Impaired Deaf Ed Interpreter Behavior Mgmt.	Autism (CASD) Functional Skills PPCD Adaptive PE Skills Therapeutic Learning Visually Impaired Deaf Ed Interpreter Behavior Mgmt.

	Aide	Teacher	Long Term
Non-Degreed	\$90.00	\$100.00	\$105.00
Degreed	\$95.00	\$110.00	\$120.00
Certified	\$100.00	\$125.00	\$135.00

*\*This is not for ALL special education jobs.*



## Killeen Independent School District 2022-2023 Semi-Monthly Pay Calendar



Direct deposit funds are available to the banks the day before the payday. However, every bank has a different policy regarding availability of direct deposit funds. The following are the tentative scheduled pay dates and periods for the 2022/2023 school year. *These dates are subject to change.*

Month (FOM) First of Month (EOM) End of Month	Pay Check Date	Direct Deposit Date	Period Covered	# of weeks paid	Manual Timecards Due to Payroll (temps & student workers)
July (FOM)	7/8/2022	7/7/2022	06/11/22 to 06/24/22	2	6/29/2022
July (EOM)	7/29/2022	7/28/2022	06/25/22 to 07/15/22	3	7/20/2022
August (FOM)	8/12/2022	8/11/2022	07/16/22 to 07/29/22	2	8/3/2022
August (EOM)	8/26/2022	8/25/2022	07/30/22 to 08/12/22	2	8/17/2022
^^September (FOM)	9/9/2022	9/9/2022	08/13/22 to 08/26/22	2	8/31/2022
September (EOM)	9/23/2022	9/22/2022	08/27/22 to 09/09/22	2	9/14/2022
October (FOM)	10/7/2022	10/6/2022	09/10/22 to 09/23/22	2	9/28/2022
October (EOM)	10/21/2022	10/20/2022	09/24/22 to 10/07/22	2	10/12/2022
November (FOM)	11/4/2022	11/3/2022	10/08/22 to 10/21/22	2	10/26/2022
**November (EOM)	11/18/2022	11/17/2022	10/22/22 to 11/04/22	2	11/9/2022
^^December (FOM)	12/2/2022	12/2/2022	11/05/22 to 11/18/22	2	11/28/2022
**December (EOM)	12/16/2022	12/15/2022	11/19/22 to 12/02/22	2	12/7/2022
^^January (FOM)	1/6/2023	1/6/2023	12/03/22 to 12/16/22	2	1/3/2023
^^January (EOM)	1/20/2023	1/20/2023	12/17/22 to 01/06/23	3	1/11/2023
February (FOM)	2/10/2023	2/9/2023	01/07/23 to 01/20/23	2	1/25/2023
^^February (EOM)	2/24/2023	2/24/2023	01/21/23 to 02/10/23	3	2/15/2023
March (FOM)	3/10/2023	3/9/2023	02/11/23 to 02/24/23	2	3/1/2023
^^March (EOM)	3/24/2023	3/24/2023	02/25/23 to 03/10/23	2	3/20/2023
^^April (FOM)	4/6/2023	4/6/2023	03/11/23 to 03/24/23	2	3/29/2023
April (EOM)	4/21/2023	4/20/2023	03/25/23 to 04/07/23	2	4/12/2023
May (FOM)	5/12/2023	5/11/2023	04/08/23 to 04/21/23	2	4/26/2023
May (EOM)	5/26/2023	5/25/2023	04/22/23 to 05/12/23	3	5/17/2023
June (FOM)	6/9/2023	6/8/2023	05/13/23 to 05/26/23	2	5/31/2023
^^June (EOM)	6/23/2023	6/23/2023	05/27/23 to 06/09/23	2	6/14/2023
July (FOM)	7/14/2023	7/13/2023	06/10/23 to 06/30/23	3	7/5/2023
July (EOM)	7/28/2023	7/27/2023	07/01/23 to 07/14/23	2	7/19/2023

Manual Time Card Notes: All paper cards are a manual process that involves several departments. We will do our best to process all cards that are turned in on time as soon as possible.

**\*\*Early Pay Dates**

**^^Due to holiday direct deposit is on Friday**



# UNEMPLOYMENT COMPENSATION

Section 207.041 of the Texas Unemployment Compensation Act allows school districts to provide a reasonable assurance of employment (after scheduled breaks) to auxiliary and substitute personnel.

At the end April of each school year, all active substitute teachers in good standing will receive a "Letter of Reasonable Assurance" from the KISD Substitute Center through email signed by the KISD Chief Human Resource Officer. Substitutes will be asked to notify the KISD Substitute Center of their intent regarding employment with KISD during the next school year. Failure to return the original form by the due date will indicate to us that you do not wish to continue your employment.

Excluding unusual circumstances, school district substitute personnel are not eligible for unemployment compensation during scheduled breaks.

# TITLE IX REPRESENTATIVE

The procedure for a Title IX complaint shall follow the procedure of all other complaints and grievances with one exception: The Director for Employee Relations, 200 North W. S. Young Drive, phone 254-336-0045, and ask for the Title IX Coordinator.



Killeen ISD 014906

# EMPLOYEE STANDARDS OF CONDUCT

## DH (LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

## VIOLATIONS OF STANDARDS OF CONDUCT

Each employee shall comply with the standards of conduct set out in this CONDUCT policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

## Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, Location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

## Exceptions

No violation of this policy occurs when:

1. Use of possession of a firearm by a specific employee is authorized by Board Action. [See CKE]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD].



## Electronic Communication

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

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Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships.
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [See DH(EXHIBIT)] an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning,



mental health, Or safety; includes threats of violence against the student; reveals confidential information about the student; or

constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics. An employee shall have no expectation of privacy in electronic Communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

#### **Personal Use**

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

An employee shall be held to the same professional standards in his or her public use of electronic media as they are other public conduct. If an employee's use of electronic media violates state or federal law or

District policy, or 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.

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#### **Reporting of Improper Communication**

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

#### **Disclosing Information**

An employee shall not be required to disclose his or her personal Email address or personal phone number to a student.



**Safety Requirements**

Each employee shall adhere to District safety rules and regulations and report unsafe conditions or practices to the appropriate supervisor.

**Harassment or Abuse**

An employee shall not engage in prohibited harassment, including sexual harassment, of

1. Other employees. [See DIA]

2. Students. [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law.

[See FFG]

**Relations with Students**

An employee shall not form romantic or other inappropriate social with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with Whom an educator is alleged to have engaged in certain misconduct.

[See FFF]

**Tobacco Use**

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

**Alcohol and Drugs/Notice of Drug Free Workplace**

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



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**DH**

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 drugs. 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 a 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:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.



## **Notice**

Employees shall receive a copy of this policy.

## **Arrests, Indictments, Convictions, and Other Adjudications**

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:



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entitle any

person to hold

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - 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;
  - felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution,
  - or conspiracy to transfer, sell, or distribute any controlled substance
  - defined in Chapter 481 of the Health and Safety Code
  - felony driving while intoxicated (DWI); or
  - acts constituting abuse or neglect under the Texas Family Code.



# DRESS AND GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignments, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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# EDUCATORS' CODE OF ETHICS

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. 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*

## **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 intentionally, knowingly, or recklessly 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 that are used 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.

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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, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for sub-sequent employment.



Standard 1.12. The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, 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.

### **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.

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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 who provides information for a disciplinary investigation or proceeding under this chapter.



Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

### **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.

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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:

1. The nature, purpose, timing, and amount of the communication;
2. The subject matter of the communication;
3. Whether the communication was made openly or the educator attempted to conceal the communication;
4. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. Whether the communication was sexually explicit; and
6. 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.

*19 TAC 247.2*

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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 consume alcoholic beverages on school property or during school activities when students are present.



## 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 based on race, color, religion, national origin, age, sex, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment 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 who provides information for a disciplinary investigation or proceeding under this chapter.

## 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.

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Standard 3.2. The educator shall not 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 based on race, color, or 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, e-mail, instant messaging, blogging, or other social media network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- a. The nature, purpose, timing, and amount of the communication.
- b. The subject matter of the communication.
- c. Whether the communication was made openly, or the educator attempted



to conceal the communication.

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(EXHIBIT)

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- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship.
- e. Whether the communication was sexually explicit; and
- f. 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.

*19 TAC 247.2*

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## EMPLOYEE STANDARDS OF CONDUCT (REGULATION)

DH

### EMPLOYEE DRESS CODE

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. Employees shall be dressed and groomed in a manner that is professional, neat, clean, and appropriate for their assignments. 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.

In his book, The First Days of School, Harry Wong states, “You do not get a second chance at a first impression. You are a walking, talking advertisement. One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate.” He also states, “Research reveals that the clothing worn by teachers affects the work, attitude, and discipline of students. You should dress for four main effects: respect, credibility, acceptance, and authority.”

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.
2. Clothing shall be within one size up or down of appropriate size.
  - a. dresses and skirts, including the slits, shall be no more than 2” above the knee. Shorts, skorts, and culottes shall not be worn.
  - b. Capri pants shall be at least 2” below the knee.
  - c. Halter tops, tank tops, undershirts, T-shirts, midriff blouses, see-through mesh, or net-like materials are unacceptable.
3. Tight-fitting or revealing garments that may appear to be an undergarment, such as spandex, shall not be worn as an exterior garment.
4. Warm-ups or sweat suits are unacceptable.
5. Shoes shall be soled and appropriate for the job responsibilities of personnel. Shoes inappropriate for school include shower shoes, beach footwear, and house slippers.



6. Athletic shoes are not acceptable except as designated by spirit day and/or on occasions as designated by the supervisor, if 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.
7. Clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, sexual innuendo, or any controlled substances are unacceptable.
8. 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.
9. Business casual attire does not include jeans and ties are optional
10. 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. (No jeans for Substitutes)
11. Male staff members may wear neatly trimmed mustaches or beards.
12. Hair shall be clean and kept in a neat, professional style.
13. Visible inappropriate (as reflected in item #6) tattoos are unacceptable.
14. Earrings worn on the ears are the only form of body piercing that is acceptable.
15. Frayed, worn, or tattered clothing is unacceptable.
16. All District employees shall wear and appropriately display name badges.
17. 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.
18. 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.

DATE REVISED: 05/05/2008

## **EMPLOYEE ARRESTS AND CONVICTIONS**

### **Policy DH**

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report the event to the principal or immediate supervisor within three days of the event. 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.
- Drug-or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

**EMPLOYEE WELFARE      DIA**

**FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
(LOCAL)**



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Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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## STATEMENT OF NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee based on 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.

## DISCRIMINATION

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





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.

#### EXAMPLES OF FREEDOM FROM DISCRIMINATION

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.

#### SEXUAL HARASSMENT

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

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## EMPLOYEE WELFARE     DIA

### FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (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 OF SEXUAL HARRASSMENT

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.

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 OF RETALIATION

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

Name: Mike Harper

Position: Professional Standards Administrator

Address: 200 North W. S. Young Drive, Killeen, TX 76543

Telephone: (254) 336-0041

### TITLE II / ADA / SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the Title II/ADA/Section 504 coordinator. 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, 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

## 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 investigate.

## 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.



## EMPLOYEE WELFARE     DIA

### FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (LOCAL)

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 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 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 act based on the results of an investigation, even if the conduct did not rise to the level of prohibited or un-lawful 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 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.



## EMPLOYEE WELFARE      DIA

## FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION      (LOCAL)

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. Refer to [Killeenisd.org](http://Killeenisd.org) for all policies and procedures.

## **ADOPTED:**

DATE ISSUED: 7/3/2014

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LDU 2014.04 DIA(LOCAL-X



# NOTICE TO KISD EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

## **COVERAGE:**

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 provided by Texas Association of School Boards (TASB), effective September 1, 2012. These benefits pay for medical treatment and can provide temporary income benefits 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 your supervisor or the person that has been designated for you to report to (i.e., principal's secretary or nurse.) If medical attention is required, employees must choose a medical facility that is contracted through the Political Subdivision Workers' Compensation Alliance (The Alliance). Employees who are placed off work by the workers' compensation doctor will be notified of their rights and responsibilities under the Texas Labor Code. Employees who have questions concerning their rights or responsibilities under Workers' Compensation should contact the Risk Management Office at 254-336-0068.

## **EMPLOYEE ASSISTANCE:**

Please contact the Killeen ISD Risk Management Office at 254-336-0068 for information or assistance in processing a workers' compensation claim. Texas Department of Insurance (TDI) also provides free information about how to file a workers' compensation claim. Commission staff will explain your rights and responsibilities under the Workers' Compensation Act and assist in resolving disputes about a claim. You can obtain this assistance by contacting your local Commission field office or by calling 1-800-252-7031.

## **TDI SAFETY HOTLINE:**

TDI has established a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Safety Violations Hotline at 1-800-452-9595.

## **HIV TESTING:**

To qualify for workers' compensation benefits, a state employee who claims a possible





work-related exposure to human immunodeficiency virus (HIV) infection must be tested for HIV within 10 days after the exposure and must provide their employer with documentation of the test and a written statement of the date and circumstances of the exposure. The test result must indicate the absence of HIV infection. The employee is not required to pay for the test. For additional information please contact Risk Management at 254-336-0068 or call the Comp Connection for Health Care Providers at 1-800-372-7713. Also, contact the Texas Department of Health (TDH) to ensure full compliance with the health and safety code and TDH rules.

### **COMMON LAW RIGHT OF ACTION RETENTION:**

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that coverage has been obtained, you must notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

### **HEALTH INSURANCE COVERAGE**

Killeen ISD provides health coverage to employees. A district substitute is eligible to enroll in the healthcare provided. If you are a **new and/or returning substitute**, you must enroll in or decline medical coverage during the annual open enrollment in October. If you are a **new substitute hired after October 31st**, you must enroll in or decline medical coverage within 30 days from date of hire. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event. If you choose to participate in the district's health insurance, you will be responsible for the full premium. For more information on enrollment or to decline medical coverage, please contact the benefits office to schedule an appointment at (254)336-0165/0177.



## **KILLEEN INDEPENDENT SCHOOL DISTRICT**

### **Administrative Guidelines for Campus Visitors**

The Superintendent has adopted the following Administrative Guidelines to assist staff in providing administrative support regarding campus visits by parents and other adults and non-students. These Administrative Guidelines are adopted pursuant to Board Policy GKC (LOCAL). These guidelines shall be used unless otherwise directed by an official court document that has been verified by the Safety Office or Student Services.

#### **I. Parental Rights**

By statute, parents are partners in their children's education and are to be encouraged to participate actively in creating and implementing educational programs. Parents also have access to all written records, the right to review teaching materials, and access to all open meetings of the board of trustees, unless otherwise stated by judicial restrictions. "Parent" includes biological and adoptive parents, persons standing in parental relation, legal guardians, or other persons with legal control of a currently enrolled student under a court order. The term does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

These rights do not include unlimited access to school facilities. School officials have the authority to control activities on school property, including denying access to parents to maintain order and to prevent disruption. This authority includes reasonable limitations on classroom visits and other parental activities on campus.

Also, the district takes seriously its responsibility to provide a safe school environment for its students and staff. Recent well-publicized violent incidents on public school and college campuses underscore the vulnerability of school children and the need for heightened security on school campuses regarding all visits. This procedure is intended to protect students and to avoid disruption of instructional time by placing reasonable limitations on campus visits by parents and other adult visitors.



### **Access Rules - Identification Required**

Unless otherwise provided in this procedure, all visitors to any school campus in the district must comply with the following access rules:

Upon arrival, all visitors must enter the campus through the safety vestibule and report directly to the main office entrance and present a picture identification consisting of:

- 1) a current U.S. Driver's License,
- 2) a current State Identification Card,
- 3) a current DISTRICT ID badge,
- 4) a current military identification card, or
- 5) the visitor's name appears on the list of approved visitors for that campus.

In lieu of a driver's license, an individual presenting a State of Texas picture identification card, identifying the individual as an employee of a law enforcement entity or the Texas Department of Family and Protective

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Services(CPS), shall not be required to provide any other form of identification. Court Appointed Special Advocates (CASA) will be required to show a picture identification and court documentation as supporting evidence to grant access to visits with students. While on the campus, CASA and CPS service workers will display either his or her state identification badge or shall be issued a visitor's badge to be displayed while the visitor remains on campus. If a visitor presents a current driver's license or identification card, it will be scanned by the district's visitor identification system, and further access will be granted or denied based on the result of the scan. Fort Hood campuses will comply with Fort Hood safety requirements of the Random Antiterrorism Management Program (RAMP). This process requires the driver's license or registered picture identification card to remain in the office until the visitor returns the adhesive badge and checks out in the office. If further access is granted, the visitor will be issued an adhesive identification badge which must be worn at all times while on campus. All visitors must return the adhesive badge and check out in the office prior to leaving the building. Principals have the discretion to require the driver's license or identification card to remain in the office until the visitor returns the adhesive badge and checks out in the office.



All visitors who go to other parts of the campus must comply with any other access rules established for that campus. A visitor who cannot provide the requisite identification shall be restricted to the main office and may not go to any other part of the campus.

The responsible campus administrator has discretion to deny access to any visitor when information is received (from any reliable source) that the individual poses a substantial risk to the safety of students or staff.

Law Enforcement Officers and Emergency First Responders are exempt from being scanned by the district's visitor identification system. Visitor badges are not required when on official business.

### **Sex Offenders**

Persons who are identified as sex offenders, as defined below, shall be denied access to the campus unless otherwise provided in these Guidelines. Parents identified as sex offenders may be granted access to their child's campus, subject to the following limitations. The Campus Administrator may further limit a parent's access to the campus, as appropriate. Upon verification that the visitor has been identified as a sex offender, a campus administrator (or other professional employee) shall review guidelines for denied campus access with the person in a private setting. Any person seeking review of this prohibition may pursue an administrative grievance through board policy FNG (LOCAL) or GF (LOCAL). For purposes of these Guidelines, "registered sex offender" is defined as any adult who has ever pled guilty, has ever pled nolo contendere, has ever been found guilty of a "reportable conviction or adjudication," or is required to register with the sex offender registry under Chapter 62 of the Texas Code of Criminal Procedure (hereinafter called a "sex offender").

The Campus Administrator will send correspondence outlining the guidelines that a parent must follow when on Campus. Administrators may implement additional, campus-specific guidelines as appropriate.

In the event a parent is identified as a sex offender, he or she may be granted limited access to the campus. The Campus Administrator will determine the manner and extent of the parent's access to the campus, including when and where the parent may go, and who will escort/supervise the visit. Information can be obtained on the [Texas Department of Public Safety's Web Site. www.txdps.tx.us](http://www.txdps.tx.us). If granted limited access, the parent will be closely monitored while on school property.



A parent identified as a sex offender shall not be permitted to access the Common Areas of the Campus (e.g., cafeteria, playground, hallways, gymnasium, etc.) while students are present.

A parent identified as a sex offender shall not be permitted to access the Classrooms of the Campus while students are present.

Parent-teacher conferences involving a parent identified as a sex offender will take place at the main office and should be held after school hours.

A Campus Administrator will designate the area to be used for drop off and pick up of a student by a parent identified as a sex offender. Both pedestrian and vehicular procedures will be designated. Notification will be made by registered mail. Parents identified as sex offenders shall be informed by the Campus Administrator, regarding drop off, pick up and campus meeting procedures. Children should be dropped off and picked up in the designated areas. If they are to pick up their children from school prior to the school day being over, the sex offender must contact the campus office to make arrangements for an escort.

Sex Offenders will not be allowed to serve as volunteers

Parents identified as sex offenders may not access their child's campus for any other purpose or at any other time unless expressly authorized by a Campus Administrator.

### **Public Events**

Registered sex offenders will notify the campus if they are planning to attend athletics contests, assemblies, open-houses, parent nights, and other events in which the general public is invited unless restricted by a court order.

### **Persons Affiliated With District**

1. District Trustees. All school board members must comply with the access rules each time they enter a campus.
2. District Employees. A district employee who is wearing a district ID badge may have unrestricted access for work-related purposes to any campus. If accessing a campus as a parent, the district employee is required to follow visitor guidelines. Any district employee who cannot present a district ID badge must comply with the access rules.
3. Professional Contract Employees. All professional contract employees who visit campuses on a regular basis, such as instructional consultants, must wear a district ID



badge. A contract employee who is wearing the badge may have access to the campuses where assigned. Any contract employee who cannot present a district ID

badge must comply with the access rules.

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#### 6) **Parents**

All parents, including parent volunteers, are subject to the following access rules. A parent that is a sex offender shall also be subject to these rules unless there is a conflict between these rules and the rules specifically applicable to sex offenders. In case of such a conflict, the rules specifically applicable to sex offenders shall control.

1. **Dropping Off and Picking Up Children.** Each campus will have a procedure for dropping off and picking up students, which will be distributed to parents. Parents will be required to follow the established campus procedure.
2. **Substitutes and Dropping Off/Picking Up Children.** Campus principals must ensure that a verbal and written notification process is in place and consistently implemented to notify substitutes of campus procedures for dropping off and picking up students.
3. **Meals.** If the building configuration and available supervisory staff permit, principals may (at their discretion) waive the access rules for parents who wish to attend breakfast or lunch with their children. This must be done without compromising security.
4. **Parent-Teacher Conferences.** Parent-teacher conferences should be arranged with the teacher in advance and should be scheduled for the teachers' conference time in order to avoid interference with instruction. Parents must comply with the access rules for conferences or the conference will take place in the main office.
5. **Classroom Observations.** Classroom observations require the permission of the principal or designee and the teacher. Parents, who wish to observe their children in class, must call the school office in advance, make an appointment and must comply with the access



rules. If it is determined that excessive visits are interrupting the learning environment, the principal has the discretion to limit visits on a case by case basis.

6. Parent Volunteers and Tutors. All parent volunteers and tutors must first be cleared through a criminal background check conducted by Personnel Services and then comply with the access rules. Parent volunteers may participate in on-campus activities and in field trips and other off-campus activities only with the permission of the sponsoring teacher or administrator.
7. Interactions with other students. While visiting campus, parents are prohibited from verbal or physical confrontations with students. Failure to comply may result in loss of campus access privileges.

### **Other Relevant Issues**

Campuses shall develop and implement procedures to alert staff utilizing student records. For example, a student whose parents have listed the name of a registered sex offender as an emergency contact would have an identifying mark or symbol on his/her student record.

DATE: October 2009  
May 2010

CONTACT: Executive Director of Student  
Services



## BLOODBORNE PATHOGENS CHAPTER 81

### Texas Health & Safety Code

The Health & Safety Code Chapter 81, sub-chapter H requires all governmental agencies to implement bloodborne pathogen exposure control plans. House Bill 2085 required that the Texas Dept. of Health write rules to comply with standards for bloodborne pathogen exposure for employees of governmental agencies.

School district employees are protected by these rules, Title 25, Part 1, chapter 96.

This law requires:

- Risk assessment of staff positions
- Appropriate annual training in how to minimize risk and avoid exposure
- Hepatitis B vaccination provided free of charge to employees in identified positions
- Exposure Control Plan that will be reviewed annually
- Post-exposure evaluation and follow-up
- Sharps injury reports filed with TDH

### **What are Bloodborne Pathogens?**

Infections are the result of germs that have entered the body. Bloodborne pathogens are disease causing

microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B, hepatitis C and human immunodeficiency virus (HIV). They can be spread through contact with bodily fluids that contain blood of an infected person. These fluids can be blood, saliva, semen, vaginal secretions, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid and cerebrospinal fluid.





## **Safe Work Practices to Minimize Exposure**

Universal Precautions are to be observed by all employees of KISD. They are the best protection against all bloodborne pathogens. *Treat all bodily fluids as infectious.*

**Personal Protective Equipment (PPE)** -Each employee is to use PPE provided for them such as gloves, aprons/ lab coats, mouthpieces for resuscitation or safety goggles when there is a likelihood of exposure to bodily fluids containing blood.

Hand washing-soap, water and single-use towels or hot-air drying machines will be provided in all buildings. Where hand-washing facilities are not feasible, we will provide either an appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes. The hands should be washed with soap and water as soon as possible. Using proper hand washing procedure, the hands should be wetted.

**HAND WASHING** -soap, water and single-use towels or hot-air drying machines will be provided in all buildings. Where hand-washing facilities are not feasible, we will provide either an appropriate antiseptic hand cleaner in conjunction with paper towels or antiseptic towelettes. The hands should be washed with soap and water as soon as possible. Using proper hand washing procedures: soap should be applied to wet hands and wrists to reach any organisms that may have traveled above the hand. Scrub between fingers and all surfaces of the hands for a minimum of 15 seconds. A hot-air dryer or a single-use towel should be used to dry the hands. Turn the faucet off with the paper towel before it is discarded to avoid recontamination.

**WASTE DISPOSAL** -School Districts are not health care facilities and do not have to use specialized bags for disposal of OPIMs according to the Texas Department of Health (TDH). For your further protection please follow the following guidelines:

- 1) Clinic trash will be double bagged to contain blood-soaked dressings, tissues, or paper.
- 2) Sharp's containers will be used to dispose of diabetic/sharp medical supplies used by students.
- 3) If you wish to dispose of the blood-soaked tissue in the classroom, please place it in a zippered bag before placing it in the trash can.

## **BLOOD/OPIM SPILL CLEANUP**

Call the custodian to clean up these spills and properly disinfect the area. OPIMs are to be cleaned according to the following procedures (follow universal precautions at all times): 1) Surface area must be cleaned first before disinfected. This is accomplished by



- using a solidifying agent to contain the spill. 2) Scoop the solid into a trash bag that has been doubled. 3) Surface area is then cleaned with a detergent chemical and paper towels.
- 4) Next, spray over the spill area with a disinfectant spray. *Be aware that the disinfectant sprays are to be left on the area and allowed to air dry, not wiped off.* 5) Dispose of the gloves (if disposable) and the paper towels in the bag with the solidified spill. 6) Tie off trash bag and throw in the nearest exterior trash bin.

## **SPORTS**

Coaches/Trainers have regulations and policies in their KISD manual for the decontamination and/or cleaning of potential infected sports equipment/uniforms.

## **TEACH SELF CARE**

If possible, teach students to manage, treat and dispose of their own contaminated materials thereby avoiding exposure of others. For examples, show a student how to pinch his own nose to stop a nosebleed while he/she is in route to the clinic and how to dispose of his/her contaminated tissues.

## **FIRST AID/HEALTHCARE**

Use gloves or other PPE as appropriate. If appropriate, allow the injured person to rinse the injury with running water. The person should place his/her own soiled clothing in a plastic bag, if possible. Use a barrier (paper towel, cloth, etc.) to keep fluids from contact with your skin. Minimize direct contact with blood or bodily fluids. Wash hands thoroughly even if gloves were used.

Eating, drinking, smoking, applying cosmetics or handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure. Also, food and drink should not be stored in close proximity to where blood or potentially infectious materials are present.

## **REMEMBER!**

Use **UNIVERSAL PRECAUTIONS** whenever you encounter bodily fluids or other potentially infectious material to reduce the likelihood of an exposure.



## **Exposure Incidents-What to Do**

**Universal Precautions** - If you are in a situation in which you might be exposed to blood or bodily fluids containing blood, you must use the Universal Precaution guidelines. Wear gloves or use a barrier between the blood and you if possible. Gloves will be provided through the appropriate department for each employee. As soon as possible, wash your hands.

**Report** - Every incident of exposure to a bodily fluid that contains blood must be reported to the school nurse

**IMMEDIATELY.** She will keep a log of all incidents reported by employees on the individual campus. Incidents involving sharps will also be noted on TDH Form E59-1066 "Contaminated Sharps Injury Reporting Form". The Health Services office will be notified immediately. The campus nurse will complete the proper forms for the employee to take to his/her physician. There will be no charge to any persons involved in the incident. Sharps can be defined as needles, glass, or any sharp object that penetrates the skin.

## **KISD Exposure Control Plan**

KISD Exposure Control Plan is located on the KISD website under Facility Services, then under Environmental.

Health Services 254-336 1684

Environmental Services 254-336-0071

## **School Safety**

A coordinated effort among students, parents, educators, and community members will keep our schools as a safe and secure environment in which to learn. Through study, planning, education, and follow-up, we will continue to promote the safe and disciplined school environment, conducive to the learning excellence that has become the hallmark of the Killeen Independent School District (KISD).

As a substitute teacher you may be assigned to a variety of Elementary, Middle or High Schools. It is essential that you become familiar with actions to be taken in the event of an incident.



The District and each school have developed a comprehensive Emergency Operations Plan. The District Plan has been coordinated with the Emergency Management Coordinators of Killeen, Harker Heights, Nolanville, and Fort Hood. The Crisis Management Plan Annex lists actions to be taken by Campus personnel in the event of an incident. Extracts of Teacher Actions have been printed in the **School Crisis Response Handbook** and **Your Emergency Response Plan**.

Each classroom will have these two documents attached to the wall near the door.

- 1) **Killeen ISD Crisis Handbook** - This is a flip chart which lists immediate actions that should be taken by the teacher in the event of an emergency. These actions are extracted from the teacher response section of the campus “Crisis Management Plan”.
- 2) **Standard Response Action Poster**- This poster lists actions to be taken in the event of an emergency. Further steps are located on the poster and on the graphic below.
- 3) **Tornado/Fire Maps** – Each classroom has a tornado (shelter-in-place) and fire evacuation map for that specific classroom. Each map will list the evacuation point for that classroom.
- 4) Each school has developed an Emergency Operations Planning Team and Crisis Response Team.
- 5) All safety instructions will be given in plain language. No codes will be used.
- 6) Safety Drills are conducted at each school several times per year.
- 7) Campus Crisis Kits are containers which hold various items to be taken with students during a building evacuation. These are age and grade specific.
- 8) In the event of a Building Evacuation order, ensure that you take your grade book and crisis handbook and account for all students. If a student cannot be accounted for, immediately notify the school staff by using your red card on the back of your crisis handbook.

If an emergency should occur, follow the instructions of the school leadership, and be assured that the District will coordinate response actions of First Responders.



## **Classroom Emergency Response Plan (Our mission is to be safe.)**

### **Shelter in Place**

1. Announce shelter in place over the PA system
2. Bring all persons at outside areas inside
3. Appointed care takers assist the disabled
4. Portables – if possible, move inside main building
5. Shut off HVAC – this will be handled by an administrator
6. Seal door and windows if possible
7. No one goes outside
8. Use reasonable judgment in allowing outsiders into shelter during the height of the incident
9. Receive updated information from the 1st responders
10. Stay until “all clear”

### **Building Evacuation**

1. Close and lock window(s)
2. Get personal items and grade book if available
3. Get emergency/crisis plan
4. Get safety bag
5. Observe for any unusual items as you leave
6. Lock door(s)
7. Lead class safely and quickly to predetermined safe area
8. Close locked door
9. Contain and maintain students
10. Check for injuries
11. Check roll



12. Account for missing students
13. Ignore all school bells
14. Follow all instructions
15. Stay until clear

### **Site Evacuation**

1. Follow all instructions
2. Get personal items and grade book if available
3. Get Safety Bag
4. Move safely and quickly to predetermined safe area (if needed)
5. Contain and maintain students
6. Check for injuries
7. Check roll
8. Account for any missing student
9. Follow instructions for releasing students
10. Stay until clear

### **Secure (Exterior Threat)**

1. Move all persons indoor
2. Lock all exterior doors
3. Account for all students , staff, and visitors
4. Portables – if possible, move all persons inside main building
5. Education process continues inside the main building
6. Doors will remain locked per KISD procedures
7. Monitor PA system for “all clear” by principal






### **Lockdown (Interior-Exterior Threat)**



1. Quickly survey the hallway by your classroom and bring any students in the hall or restroom into your classroom
2. Lock your door and move student to the corner of the room out of the sight of the entry door
3. Cover the door window with provided window cover
4. Place the red or green card with classroom number on exterior window
5. Close the blinds
6. Turn off lights
7. DO NOT open door for Police or Principal
8. Open door only for the police or principal
9. If told to evacuate, take attendance roster (roll book)
10. Classroom doors are to remain locked until the room is cleared by LEO using the placard method
11. Monitor PA system for “all clear” by principal



## KILLEEN ISD STANDARD RESPONSE PROTOCOL

 <p style="text-align: center;"><b>HOLD</b> "In your room or area, clear the halls."</p> <p><b>Students are trained to:</b></p> <ol style="list-style-type: none"> <li>1. Clear the hallways and remain in their room or area until all clear is announced.</li> <li>2. Do business as usual.</li> </ol> <p><b>Staff are trained to:</b></p> <ol style="list-style-type: none"> <li>1. Recover people from the hallway or other areas.</li> <li>2. Close and lock the door</li> <li>3. Account for students and adults.</li> <li>4. Do business as usual.</li> </ol>	 <p style="text-align: center;"><b>SECURE</b> "Get inside. Lock exterior doors"</p> <p><b>Students are trained to:</b></p> <ol style="list-style-type: none"> <li>1. Return inside of building.</li> <li>2. Do business as usual.</li> </ol> <p><b>Staff are trained to:</b></p> <ol style="list-style-type: none"> <li>1. Recover students and staff from outside building.</li> <li>2. Ensure nearby exterior doors are locked.</li> <li>3. Increase situational awareness.</li> <li>4. Account for students and adults.</li> <li>5. Do business as usual.</li> </ol>	 <p style="text-align: center;"><b>LOCKDOWN</b> "Locks, lights, out of sight"</p> <p><b>Students are trained to:</b></p> <ol style="list-style-type: none"> <li>1. Move away from sight.</li> <li>2. Maintain silence.</li> <li>3. Do not open the door!</li> </ol> <p><b>Staff are trained to:</b></p> <ol style="list-style-type: none"> <li>1. Recover students from hallway if it is safe to do so.</li> <li>2. Ensure classroom door is locked.</li> <li>3. Turn out the lights.</li> <li>4. Move away from line of sight.</li> <li>5. Maintain silence.</li> <li>6. Do not open the door.</li> <li>7. Prepare to evade or defend.</li> </ol>	 <p style="text-align: center;"><b>EVACUATE</b> "To a location"</p> <p><b>Students are trained to:</b></p> <ol style="list-style-type: none"> <li>1. Leave stuff behind, except for phone if possible.</li> <li>2. Form a single file line.</li> </ol> <p><b>Staff are trained to:</b></p> <ol style="list-style-type: none"> <li>1. Grab classroom safety bag.</li> <li>2. Lead students to the evacuation location.</li> <li>3. Take roll, account for students.</li> <li>4. Report injuries or problems to admin/first responders utilizing the red/green card method.</li> </ol>	 <p style="text-align: center;"><b>SHELTER</b> "For hazard or weather using the safety strategies."</p> <p><b>Hazards might include:</b></p> <p>Tornado Severe weather Hazmat</p> <p><b>Students are trained in:</b></p> <ol style="list-style-type: none"> <li>1. Appropriate Hazards and Safety Strategies</li> </ol> <p><b>Staff are trained in:</b></p> <ol style="list-style-type: none"> <li>1. Appropriate Hazards and Safety Strategies.</li> <li>2. Take roll, account for students</li> <li>3. Report injuries or problems to Admin &amp; First Responders using the red card/green card method.</li> </ol>
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# CAMPUS LISTING

WWW.KILLEENISD.ORG/SCHOOLS

## ELEMENTARY SCHOOLS

1. Alice W. Douse  
700 Rebecca Lynn Lane  
Killeen 76542  
254-336-7480
2. Brookhaven  
3271 Hilliard Avenue  
Killeen 76543  
254-336-1440
3. Cedar Valley  
4801 Chantz Drive  
Killeen 76542  
254-336-1480
4. Clarke  
51512 Comanche Avenue  
Fort Hood 76544  
254-336-1510
5. Clear Creek  
4800 Washington Street  
Fort Hood 76544  
254-336-1550
6. Clifton Park  
1801 S. 2nd Street  
Killeen 76541  
254-336-1580
7. Dr. Joseph A. Fowler  
4910 Katy Creek Lane  
Killeen 76549  
254-336-1760
8. Harker Heights  
7745 Ann Boulevard  
Harker Heights 76548  
254-336-2050
9. Hay Branch  
6101 Westcliff Road  
Killeen 76543  
254-336-2080
10. Haynes  
3309 W. Canadian River Loop  
Killeen 76549  
254-336-6750
11. Idema  
4400 Foster Lane  
Killeen 76549  
254-336-2590
12. Ira Cross Jr.  
1910 Herndon Drive  
Killeen 76543  
254-336-2550
13. Killeen Elementary  
1608 E. Rancier Avenue  
Killeen 76541  
254-336-1850
14. Maude Moore Wood  
6410 Morganite Lane  
Killeen 76542  
254-336-1650
15. Maudeale  
2600 Westwood Drive  
Killeen 76549  
254-336-2460
16. Meadows  
423 27th Street  
Fort Hood 76544  
254-336-1870
17. Montague Village  
84001 Clements Drive  
Fort Hood 76544  
254-336-2290
18. Mountain View  
300 Mountain Lion Road  
Harker Heights 76548  
254-336-1900
19. Nolanville  
901 Old Nolanville Road  
Nolanville 76559  
254-336-2180
20. Oreta Culp Hobby  
53210 Lost Moccasin  
Fort Hood 76544  
254-336-6500
21. Pat Carney  
5501 Azura Way  
Killeen 76549  
254-336-1940
22. Peebles  
1800 N. WS Young Drive  
Killeen 76543  
254-336-2120
23. Pershing Park  
1500 W. Central TX Expy  
Killeen 76549  
254-336-1790
24. Reeves Creek  
400 W. Stan Schlueter Loop  
Killeen 76542  
254-336-2150
25. Richard E. Cavazos  
1200 N. 10th Street  
Nolanville 76559  
254-336-7000
26. Sangert  
5000 Schorn Drive  
Killeen 76542  
254-336-6660
27. Skipcha  
515 Prospector Trail  
Harker Heights 76548  
254-336-6690
28. Timber Ridge  
5402 White Rock Drive  
Killeen 76542  
254-336-6630
29. Trimmer  
4400 Success Drive  
Killeen 76542  
254-336-2270
30. Venable Village  
40160 Venable Drive  
Ft. Hood 76544  
254-336-1980
31. Willow Springs  
2501 W. Stan Schlueter Loop  
Killeen 76549  
254-336-2020

## MIDDLE SCHOOLS

32. Audie Murphy  
53393 Sun Dance Drive  
Fort Hood 76544  
254-336-6530
33. Charles E. Patterson  
8383 W. Trimmer Road  
Killeen 76542  
254-336-7100
34. Eastern Hills  
300 Indian Trail  
Harker Heights 76548  
254-336-1100
35. Liberty Hill  
4500 W. Carson Trail  
Killeen 76542  
254-336-1370
36. Live Oak Ridge  
2600 Robnett Road  
Killeen 76549  
254-336-2490
37. Manor  
1700 S. WS Young Drive  
Killeen 76543  
254-336-1310
38. Nolan  
1600 Warriors Path  
Harker Heights 76548  
254-336-1150
- 254-336-7840 (STEM Academy)

## HIGH SCHOOLS

39. Palo Alto  
2301 W. Elm Road  
Killeen 76549  
254-336-1200
40. Rancier  
3301 Hilliard Avenue  
Killeen 76543  
254-336-1250
41. Roy J. Smith  
6000 Brushy Creek Drive  
Killeen 76549  
254-336-1050
- 254-336-7839 (STEM Academy)
42. Union Grove  
101 E. Iowa Drive  
Harker Heights 76548  
254-336-6580
43. C.E. Ellison  
907 E. Elms Road  
Killeen 76542  
254-336-0600
44. Harker Heights  
1001 E. FM 2410 Road  
Harker Heights 76548  
254-336-0800
45. Killeen  
500 N. 38th Street  
Killeen 76543  
254-336-7208
46. KISD Early College  
(a - Fort Hood Campus)  
51000 Tank Destroyer Blvd.  
Fort Hood 76544  
254-336-0250
46. KISD Early College  
(b - CTC Campus)  
6200 W. Central Texas Expy  
Killeen 76549  
254-336-0560
47. Robert M. Shoemaker  
3302 S. Clear Creek Road  
Killeen 76549  
254-336-0900
48. Chaparral  
4400 Chaparral Rd  
Killeen 76542  
254-336-2447
49. Gateway High  
4100 Zephyr Road  
Killeen 76543  
254-336-1700
50. Gateway Middle  
1307 Gowen Drive  
Killeen 76543  
254-336-1690
51. KISD Career Center  
1200 Sagecoach Road  
Killeen 76542  
254-336-3900
52. Pathways Academic Campus  
1322 Sagecoach Road  
Killeen 76542  
254-336-7230

## ADMINISTRATION

53. Administration Building  
200 N. WS Young Drive  
Killeen 76543  
254-336-0000
54. Jackson Professional Learning  
Center (JPLC)  
902 Rev. R.A. Abercrombie Drive  
Killeen 76543  
254-336-1741
55. Killeen Learning Support Services  
(Administrative Annex)  
902 N. 10th Street  
Killeen 76541  
254-336-0200
- 254-336-0366 (Special Education)
56. Student Services  
902 N. 10th Street  
Killeen 76541  
254-336-2822
57. Technology Services Center  
104 E. Beeline Lane  
Harker Heights 76548  
254-336-2777

## SENIOR ADMINISTRATION PHONE LIST

Main District Number	254-336-0000
Office of the Superintendent	254-336-0002
Deputy Superintendent	254-336-2780
Ass. Supt. for Elementary Schools	254-336-2738
Ass. Supt. for Secondary Schools	254-336-2650
Chief Financial Officer	254-336-0137
Ass. Supt. of Human Resources	254-336-0043
Chief CCMR Officer	254-336-3804

## SERVICES FOR STUDENTS & THE GENERAL PUBLIC

Assessment & Accountability	254-336-0519
Athletic Main Number	254-336-2672
Attendance Officers	254-336-3839
Communication Services	254-336-0063
Community Relations	254-336-1707
Education Foundation	254-336-0182
Federal/State Program	254-336-0240
Fine Arts	254-336-6300
Fraud & Abuse Hotline	254-336-0151
Guidance & Counseling	254-336-0282
Health Services	254-336-1684
Human Resources	254-336-0049
KISD Police	254-336-2815
School Nutrition Services	254-336-0775
School Safety	254-336-8600
Social Education Services	254-336-0366
Student Hearings	254-336-2827
Student Services	254-336-2822
Substitute Center	254-336-0112
Ticket Office	254-336-0027
Transportation/QSA	254-336-0138

## ATTENDANCE ZONES

Which School Will My Child Attend?  
www.killeenisd.org/attendance\_zones

## SEE SOMETHING, SAY SOMETHING

Submit Anonymous Tips Online  
www.kisdissafe.com



# 2022-2023 DISTRICT MAP

254-336-0000

www.killeenisd.org



@killeen.isd



@killeenISD\_

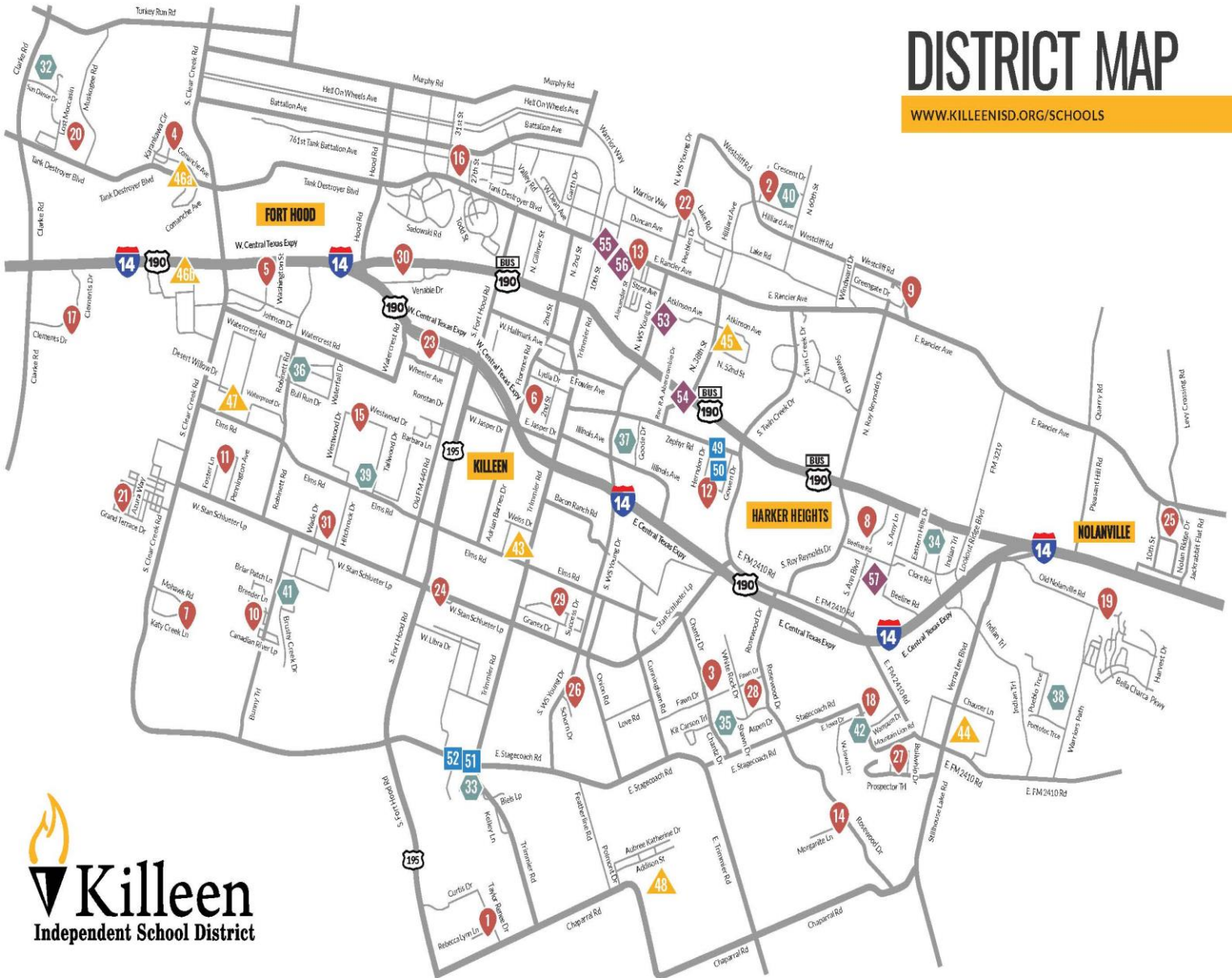



@killeen\_ISD



# DISTRICT MAP

[WWW.KILLEENISD.ORG/SCHOOLS](http://WWW.KILLEENISD.ORG/SCHOOLS)



 **Killeen**  
Independent School District



# Appendix A: Substitute Service Center

Use the Frontline Education Service Center to accept or reject substitute jobs and to customize settings, such as your availability and preferred locations.

## Accessing the Substitute Service Center

To access the Substitute Service Center, follow the steps below.

1. Click your district's link to the Substitute Service Center. The Substitute Logon tab is displayed, as shown below.



## Welcome to the Killeen Independent School District Substitute Management Center

Please log in using the last 4 digits of your social security  
number and PIN.

e101

.....

 Sign On

To [Retrieve PIN](#), Click Here

2. In the **Last 4 of SSN** field, enter the last four digits of your Social Security number.
3. In the **PIN** field, enter your TEAMS PIN.

**Note:** If you cannot remember your PIN, click the **To Retrieve PIN, click here** button to complete fields to access it.

4. Click the **Sign On** button. The My Information navigation bar is displayed with the Pre-Arranged Jobs tab, as shown in the following figure.



My Information | Pre-Arranged Jobs

**Pre-Arranged Jobs**

Sort | Clear Sorted by: (default)

Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Date Last Contacted
11-07-201	11-09-201	3	East Elementary	East Elementary	7:15 AM - 3:45 PM	Ann D Jones	Teacher Elementary	11-07-201

record count: 1 of 1

[Accept](#) [Reject](#)

Enter Notes to appear on Sub Self-Serve Pre-Arranged Jobs page

**Figure 2: My Information navigation bar with the Pre-Arranged Jobs tab**

5. Proceed to [“Working with the Links on the Navigation Bar” on page 3.](#)



## Working with the Links on the Navigation Bar

Use the links of the My Information navigation bar to access the tabs of the Substitute Service Center and perform tasks related to your substitute activities within the district. An overview of these links is below.

- **Pre-Arranged Jobs:** Click to display the Pre-Arranged Jobs tab, which lists available jobs for which a district employee has selected you as their preferred substitute ([page 4](#)).
- **Search for Jobs:** Click to display the Substitute Search for Jobs tab and view available jobs that meet your profile ([page 5](#)).
- **Accepted Jobs:** Click to display the Substitute Accepted Jobs tab and a list of jobs you have accepted. If an accepted job is for a future date and you need to cancel, you can do that from this tab ([page 6](#)).
- **Job History:** Click to display the Substitute Job History tab and a list of your jobs with the district ([page 7](#)).
- **Change PIN:** Click to display the Change PIN tab, which you can use to change your Personal Identification Number, if necessary ([page 8](#)).

**Note:** Your PIN must be six digits and must be unique among TEAMS users. If you enter a number that is not unique, the system displays a message that asks you to try again.

- **Availability:** Click to display the Substitute Availability tab, which you can use to indicate days and/or times that you are not available. From the Substitute Availability tab, you can access the Substitute Do Not Disturb tab, which you can use to set times during which you do not want to work.
- **Preferred Locations:** Click to display the Locations tab, which you can use to indicate the district locations at which you would prefer to accept jobs ([page 12](#)).
- **Location Restrictions:** Click to display the Locations Restrictions tab, which you can use to indicate if there are district locations at which you do not want to be contacted for a job ([page 13](#)).
- **Subject Areas:** Click to display the Substitute Subject Areas tab with a list of your designated subject areas ([page 15](#)).
- **Substitute Roles:** Click to display the Selected Substitute Roles panel with a list of the substitute roles you have selected ([page 16](#)).
- **Documents:** Click to display the Documents tab. Use the links on the tab to display documents related to your substitute position ([page 17](#)).
- **Log Off:** Click to log out of the Substitute Service Center. The Substitute Logon tab is displayed.





- **Employee Service Center:** Click to open the log in page for the Employee Service Center in an alternate browser window. You are not logged out of the Substitute Service Center.

## Pre-Arranged Jobs

The Pre-Arranged Jobs tab is the first tab displayed when you log in to the Substitute Service Center. You can also click the **Pre-Arranged Jobs** link on the My Information navigation bar to display this tab. The Pre-Arranged Jobs tab (shown below) lists available jobs for which a district employee has selected you as their preferred substitute.



Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Date Last Contacted
11-07-201	11-09-201	3	East Elementary	<a href="#">East Elementary</a>	7:15 AM - 3:45 PM	Ann D Jones	Teacher Elementary	11-07-201

record count: 1 of 1

[Accept](#) [Reject](#)

Enter Notes to appear on Sub Self-Serve Pre-Arranged Jobs page

**Figure 3: Pre-Arranged Jobs tab**

**Note:** Hover your cursor over the  icon to display a popup with information about the course section of the assignment. Hover your cursor over the  to display a popup with any additional instructions about the assignment.

**Tip:** The Location name is a hyperlink you can click to access the Google Maps website for the location address in a separate browser window.

## Button Options on the Pre-Arranged Tab

- **Accept:** To accept a job listed on the tab, highlight to select it, and click the **Accept** button. The Sub Job Number box is displayed (shown below) with your substitute job number for the assignment. When you have noted the number, click the **OK** button to close the Sub Job Number box. The job will be moved from the Pre-Arranged Jobs tab to the Accepted Jobs tab.

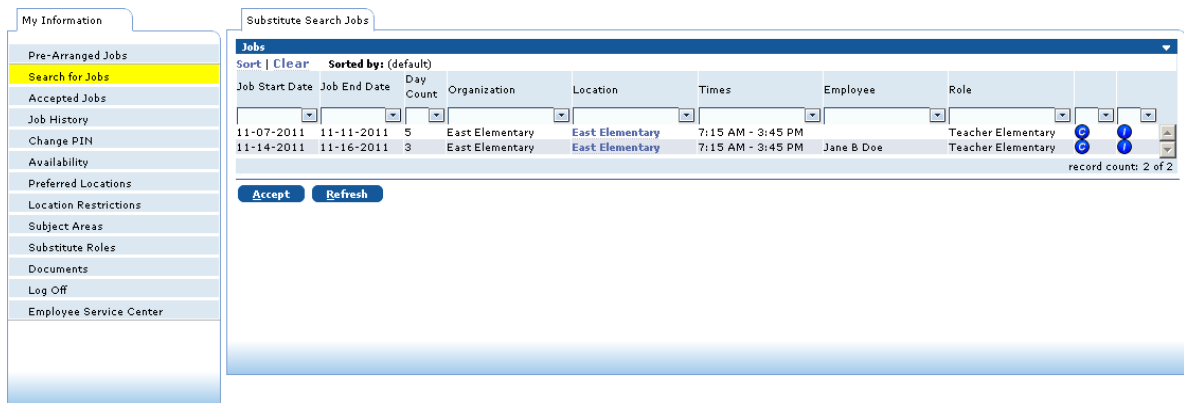


**Figure 4: Sub Job Number box**



- **Reject:** To reject a job listed on the tab, highlight to select it, and click the **Reject** button. The job is removed from the Pre-Arranged Jobs tab.

## Search for Jobs

Click the **Search for Jobs** link on the My Information navigation bar to display the Substitute Search Jobs tab and view available jobs that meet your profile. The Search for Jobs tab is shown below.



**Figure 5: Substitute Search Jobs tab**

**Note:** Hover your cursor over the  icon to display a popup with information about the course section of the assignment. Hover your cursor over the  to display a popup with any additional instructions about the assignment.

**Tip:** The Location name is a hyperlink you can click to access the Google Maps website for the location address in a separate browser window.

## Button Options on the Substitute Search Jobs Tab





- **Accept:** To accept a job listed on the tab, highlight to select it, and click the **Accept** button. The Sub Job Number box is displayed (shown below) with your substitute job number for the assignment. When you have noted the number, click the **OK** button to close the Sub Job Number box. The job will be moved from the Substitute Search Jobs tab to the Accepted Jobs tab.

The screenshot displays the 'Substitute Search Jobs' interface. On the left is a sidebar menu with options: My Information, Pre-Arranged Jobs, Search for Jobs (highlighted), Accepted Jobs, Job History, Change PIN, Availability, Preferred Locations, Location Restrictions, Subject Areas, Substitute Roles, Documents, Log Off, and Employee Service Center. The main area shows a table of job listings with columns: Job Start Date, Job End Date, Day Count, Organization, Location, Times, Employee, and Role. Below the table are 'Accept' and 'Refresh' buttons. The table contains two rows of data.

Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role
11-07-2011	11-11-2011	5	East Elementary	East Elementary	7:15 AM - 3:45 PM		Teacher Elementary
11-14-2011	11-16-2011	3	East Elementary	East Elementary	7:15 AM - 3:45 PM	Jane B Doe	Teacher Elementary

record count: 2 of 2

**Figure 6: Sub Job Number box**

- **Refresh:** To see if other jobs matching your profile have been added to the system since you logged in to the Substitute Service Center, click the **Refresh** button to refresh the tab display.





## Accepted Jobs

Click the **Accepted Jobs** link on the My Information navigation bar to display the Substitute Accepted Jobs tab and a list of jobs you have accepted. If an accepted job is for a future date and you need to cancel, you can do that from this tab. The Substitute Accepted Jobs tab is shown below.

The screenshot shows the 'Substitute Accepted Jobs' tab. On the left is a 'My Information' navigation menu with options like 'Pre-Arranged Jobs', 'Search for Jobs', 'Accepted Jobs' (highlighted), 'Job History', 'Change PIN', 'Availability', 'Preferred Locations', 'Location Restrictions', 'Subject Areas', 'Substitute Roles', 'Documents', 'Log Off', and 'Employee Service Center'. The main area displays a table of accepted jobs. The table has columns: Sub Job ID, Job Start Date, Job End Date, Day Count, Organization, Location, Times, Employee, Role, and Date Accepted. A single job is listed with Sub Job ID 406, Job Start Date 11-07-2011, Job End Date 11-09-2011, Day Count 3, Organization East Elementary, Location East Elementary, Times 7:15 AM - 3:45 PM, Employee Ann D Jones, Role Teacher Elementary, and Date Accepted 11-07-2011. Below the table is a 'Cancel Job' button and a text prompt: 'Enter Notes to appear on Sub Self-Serve Accepted Jobs page'. A 'record count: 1 of 1' is shown at the bottom right of the table area.

Sub Job ID	Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Date Accepted
406	11-07-2011	11-09-2011	3	East Elementary	East Elementary	7:15 AM - 3:45 PM	Ann D Jones	Teacher Elementary	11-07-2011

**Figure 7: Substitute Accepted Jobs tab**

**Note:** Hover your cursor over the  icon to display a popup with information about the course section of the assignment. Hover your cursor over the  to display a popup with any additional instructions about the assignment.

**Tip:** The Location name is a hyperlink you can click to access the Google Maps website for the location address in a separate browser window.

## Button Option on the Substitute Accepted Jobs Tab

If you must cancel an accepted job, highlight to select it, and click the **Cancel Job** button. If you cannot cancel the job through the Substitute Service Center (for example, if it is the day of the job), the Can Not Cancel Notification box is displayed (shown below) to inform you that you must contact office staff to cancel the job. Click the **Ok** button to close this box.



**Figure 8: Can Not Cancel Notification box**



## Job History

Click the **Job History** link on the My Information navigation bar to display the Substitute Job History tab and a list of your jobs with the district. The Substitute Job History tab is shown below.

Substitu Job Id	Job Start Date	Job End Date	Organization	Location	Times	Employee	Role
406	11-09-2011	11-09-2011	East Elementary	<a href="#">East Elementary</a>	7:15 AM - 3:45 PM	Ann D Jones	Teacher Elementary
406	11-08-2011	11-08-2011	East Elementary	<a href="#">East Elementary</a>	7:15 AM - 3:45 PM	Ann D Jones	Teacher Elementary
406	11-07-2011	11-07-2011	East Elementary	<a href="#">East Elementary</a>	7:15 AM - 3:45 PM	Ann D Jones	Teacher Elementary

record count: 3 of 3

[Cancel Job](#)

**Figure 9: Substitute Job History tab**

**Tip:** The Location name is a hyperlink you can click to access the Google Maps website for the location address in a separate browser window.

**Note:** Although the Substitute Job History tab includes a Cancel Job button, use the Substitute Accepted Jobs tab to cancel a job you have accepted that has not started.



## Change PIN

Click the **Change PIN** link on the My Information navigation bar to display the Change PIN tab, which you can use to change your Personal Identification Number (PIN), if necessary. The Change PIN tab is shown below.

The screenshot shows a web interface with a navigation bar on the left and a main content area. The navigation bar has a tab labeled "My Information" which is expanded to show a list of links: "Pre-Arranged Jobs", "Search for Jobs", "Accepted Jobs", "Job History", "Change PIN" (highlighted in yellow), "Availability", "Preferred Locations", "Location Restrictions", "Subject Areas", "Substitute Roles", "Documents", "Log Off", and "Employee Service Center". The main content area has a tab labeled "Change Pin" which is active. Below this tab, there is a section titled "Change Pin" with a blue header. It contains two input fields: "Current PIN:" with the value "664640" and "New 6 digit PIN:" with a red asterisk icon. Below these fields is a blue "Save" button. At the bottom of the main content area, there is a text prompt: "Enter Notes to appear on Sub Self-Serve Change pin page".

**Figure 10: Change PIN tab**

If you need to change your PIN, enter the 6-digit number in the **New 6-digit PIN** field and click the **Save** button.

**Note:** Your PIN must be six digits and must be unique among TEAMS users. If you enter a number that is not unique, the system displays a message that asks you to try again.

## Availability

Click the **Availability** link on the My Information navigation bar to display the Substitute Availability tab (see below), which you can use to indicate days and/or times that you are not available. From the Substitute Availability tab, you can access the Substitute Do Not Disturb tab (see [page 11](#)), which you can use to set times during which you do not want to be disturbed by the automated calling system.

**Note:** Your availability and do not disturb settings will be considered by the automated calling system, but they do not impact your ability to view jobs on the Substitute Search for Jobs tab. (For more information about the Substitute Search for Jobs tab, see [page 5](#).)



## Substitute Availability Tab

The Substitute Availability tab is shown in the following figure.

My Information

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Change PIN
- Availability**
- Preferred Locations
- Location Restrictions
- Subject Areas
- Substitute Roles
- Documents
- Log Off
- Employee Service Center

Substitute Availability | Substitute Do Not Disturb

Calendar

November, 2011

Today

Wk Sun Mon Tue Wed Thu Fri Sat

44 1 2 3 4 5

45 6 7 8 9 10 11 12

46 13 14 15 16 17 18 19

47 20 21 22 23 24 25 26

48 27 28 29 30

Select date

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Available	2 Available	3	4	5
6	7 Available	8 Available	9 Available	10 Available	11 Available	12
13	14 Available	15 Available	16 Available	17 Available	18 Not Available All Day	19
20	21 Available	22 Available	23 Available	24	25	26
27	28 Available	29 Available	30 Available			

Enter Notes to appear on Sub Self-Serve Availability page

**Figure 11: Substitute Availability tab**

### How to Indicate You are not Available on a Selected Day

The Substitute Availability tab shows the district calendar for the month. By default, for each potential workday, the system indicates that you are Available. If you know you are not available for all or part of a day, you can indicate that on tab. To do this, follow the steps below.

1. Click the **Available** link on the day you cannot work to display a box that asks if you are available any portion of the selected day (shown below).

Are you available any portion of this day?

Yes No

**Figure 12: Are you available any portion of this day? box**



2. You have the following options in the Are you available any portion of this day? box:
  - If you are available a portion of the day and would like to potentially be called about a job, click the **Yes** button. A box is displayed in which you can designate the hours you are available on the day (shown below). In the **Start** field select the earliest time you are available, and in the **End** field, select when your availability ends. Click the **Ok** button to close the box. The calendar will indicate that you are Available on the day and will list the time range of your availability.

**Note:** The selection lists of the Start and End fields show military times in 15-minute increments (for example, 13:15 equals 1:15 pm). Your selections will be converted to standard time.

**Figure 13: Designate the time for which you are available box**

- If you are not available any portion of the selected day, click the **No** button. The selected date will indicate that you are Not Available with the notation All Day.

#### How to Modify Your Availability Settings

1. If you have indicated that you are not available on all or a portion of a day and you need to change this, click the **Available** or **Not Available** link on the selected day on the calendar. (The link displayed depends on whether you indicated you are available for a portion of the day.) The Are you available any portion of this day? box is displayed with a Reset button (shown below).

**Figure 14: Are you available any portion of this day? box with Reset button**

2. You have the following button options in this box:
  - Click the **Yes** button to open the Designate the time for which you are available box (described in Step 2 above) and enter your availability.
  - Click the **No** button to indicate that you are not available on the day.
  - Click the **Reset** button to restore the default indication that you are available all day.





## Substitute Do Not Disturb Tab

Use the Substitute Do Not Disturb tab to set times during which you do not want to be contacted by the automated calling system. To access the Substitute Do Not Disturb tab from the Availability tab, click it to bring it forward. The Substitute Do Not Disturb tab is shown below.

**Figure 15: Substitute Do Not Disturb tab**

### How to Set the Do Not Disturb for a Date Range

1. In the **Start Date** field, enter the date on which to begin the do not disturb setting, or click the  icon to select it from the calendar.
2. In the **End Date** field, enter the date on which to end the do not disturb setting, or click the  icon to select it from the calendar.

**Tip:** You can enter the number 0 or the letter O (for “o pen”) in the End Date field if you want to allow the date range to go on indefinitely. When you do this, 12-12-9999 is displayed in the field.

3. In the **Start Time** field, enter the hour/minute of each day that you want the do not disturb setting to be active.
4. In the **End Time** field, enter the hour/minute of each day that you want the do not disturb setting to end.

**Note:** If you do not designate AM or PM, the system will default the times as PM. If a time is in the morning, be sure to enter the AM designation.

5. Click the **Add** button. The dates and times are added to the Substitute Do Not Disturb list.

### How to Edit a Do Not Disturb Setting

1. To change a saved do not disturb setting, highlight to select it in the Substitute Do Not Disturb list and click the **Edit** button. Details about the setting are displayed in the Substitute Do Not Disturb panel.



2. Make any necessary changes to the fields of the Substitute Do Not Disturb panel.
3. Click the **Save** button.

### How to Delete a Do Not Disturb Setting

1. To delete a do not disturb setting, select it in the Substitute Do Not Disturb list and click the **Delete** button. A confirmation box is displayed that asks you to confirm you want to delete the item.
2. Click the **Yes** button to proceed with the deletion.

**Note:** If you want to cancel the deletion, click the **No** button.

### Preferred Locations

Click the **Preferred Locations** link on the My Information navigation bar to display the Locations tab, which you can use to indicate the district locations at which you would prefer to accept jobs. The Locations tab is shown below.

The screenshot shows the 'Preferred Locations' tab in a web application. On the left is a navigation menu with 'Preferred Locations' highlighted. The main area is divided into two sections: 'Locations' and 'Selected Locations'.

**Locations Section:**

ID	Name	Type
127	*** invalid campus ***	CAMPUS
101	Allen Elementary	CAMPUS
901	Athletic Complex	ADMIN
102	Big Bend Elementary	CAMPUS
041	Blue Bell Jr High	CAMPUS
004	Buchanan High School	CAMPUS
845	Central Administration	CAMPUS

record count: 51 of 51

Buttons: Add, Remove, Add All, Remove All

**Selected Locations Section:**

ID	Name	Type
115	Jefferson Elementary	CAMPUS
119	Ranger Elementary	CAMPUS

record count: 2 of 2

Enter Notes to appear on Sub Self-Serve Locations page

**Figure 16: Location's tab**





## How to Designate Preferred Locations

1. In the Locations list, click to select one or more locations.
2. Click the **Add** button. The locations are moved to the Selected Locations list.

**Note:** Use the **Add All** button to select all locations in the Location list. Use the **Remove** button to remove an individual item from the Selected Locations list. Use the **Remove All** button to remove all items from the Selected Locations list.

## Location Restrictions

Click the **Location Restrictions** link on the My Information navigation bar to display the Locations Restrictions tab, which you can use to indicate if there are district locations at which you do not want to accept a job. The Location Restrictions tab is shown below.

**Note:** Your location restrictions will be considered by the automated calling system, but they do not impact your ability to view jobs for a location on the Substitute Search for Jobs tab. (For more information about the Substitute Search for Jobs tab, see [page 5](#).)

My Information

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Change PIN
- Availability
- Preferred Locations
- Location Restrictions**
- Subject Areas
- Substitute Roles
- Documents
- Log Off
- Employee Service Center

Location Restrictions

**Organization Restrictions**

Start Date: \* [ ]

Reason: \* [ ]

Available Organizations

- Allen Elementary(101)
- Athletics(181)
- Big Bend Elementary(102)
- Blue Bell Jr High(041)
- Buchanan High School(004)
- Central Administration(845)
- Chapel Hill Elementary(108)
- Comal Jr High(048)
- Default Administration(850)
- Food Services(240)
- Hill Country High School(002)
- Hill Country JJAEP(005)
- Jefferson Elementary(115)
- King Ranch Elementary(110)
- Lakeside City Elementary(107)
- Longhorn Jr High(047)
- Prologic Elementary(105)
- Prologic High School(001)
- Prologic Jr High(042)

Selected Organizations

**Add »**

**« Remove**

**Add All »**

**« Remove All**

**Add** **Clear**

Notes to appear on Sub Self-ServeLocation Restrictions page

**Organization Restrictions**

Sort | Clear **Sorted by: (default)**

Restrict Start Date	Restrict End Date	Type	Reason
---------------------	-------------------	------	--------

record count: 0 of 0

**Edit** **Delete**

**Figure 17: Locations Restrictions**



### How to Add a Location Restriction

1. In the **Start Date** field, enter the date on which to begin the location restriction, or click the icon to select it from the calendar.



**Note:** Because there is no End Date on this tab, when you save the location restriction, it will display [Open] in the Restrict End Date column. The restriction will be in effect until you delete it.

2. Select a **Reason** for the restriction from the drop-down list.
3. In the **Available Organizations** list, click to select one or more locations at which you do not wish to accept a job.

Click the **Add** button between the Available Organizations and the Selected Organizations lists. The Locations are moved to the Selected Organizations list.

**Note:** Use the **Add All** button to select all items in the Available Organizations list. Use the **Remove** button to remove an individual item from the Selected Organizations list. Use the **Remove All** button to remove all items from the Selected Organizations list.

4. Click the **Add** button to save the restriction information. The restrictions are added to the lower Organization Restrictions panel.

### How to Edit a Location Restriction

1. In the lower Organization Restrictions panel, highlight to select the restriction and click the **Edit** button. Restriction information is displayed in the upper Organization Restrictions panel.
2. Make any necessary changes to the selections in the upper Organization Restrictions panel.
3. Click the **Save** button.

### How to Delete a Location Restriction

1. In the lower Organization Restrictions panel, highlight to select the restriction and click the **Delete** button.
2. A confirmation box is displayed that asks you to confirm you want to delete the item.
3. Click the **Yes** button to proceed with the deletion.

**Note:** If you want to cancel the deletion, click the **No** button.



## Subject Areas

Click the **Subject Areas** link on the My Information navigation panel to display the Substitute Subject Areas tab with a list of your selected subject areas. The Substitute Subject Areas tab is shown below.

Selected Subject Area	
Sort   Clear	Sorted by: (default)
Subject Area	Certified
BASIC BUSINESS	N
CHINESE	N
COMPOSITE SCIENCE	N
COMPUTER INFORMATION SYSTEMS	N
DANCE	N
ENGLISH LANGUAGE ARTS	N
ELEMENTARY MUSIC	N

record count: 7 of 7

**Remove**

Enter Notes to appear on Sub Self-Serve Subject Area page

**Figure 18: Substitute Subject Areas tab**

### How to Remove a Subject Area

If you want to remove a subject area from your list, follow the steps below.

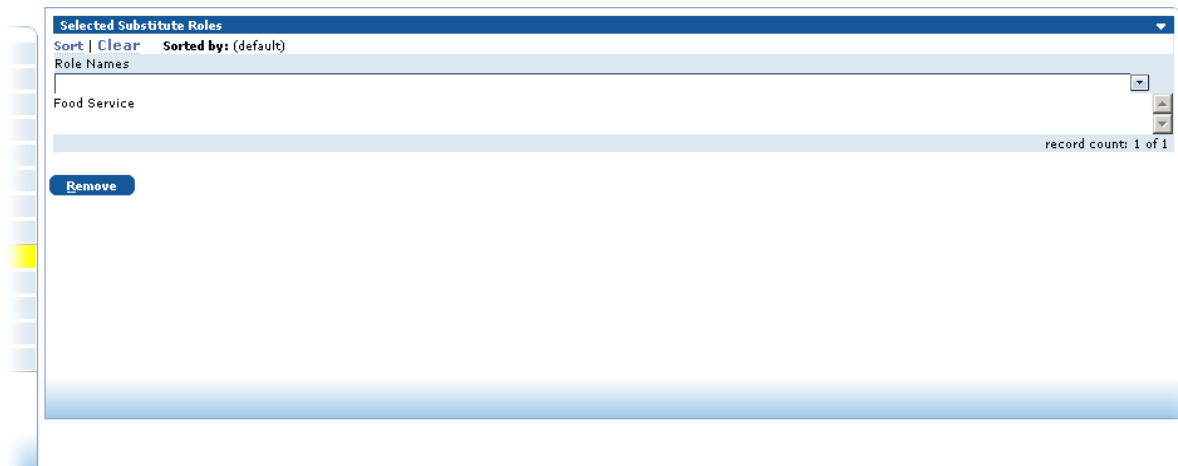
**Important:** If you remove a subject area and then wish to add it back to your list, you will need to contact the district's Substitute Management Office.

1. Highlight to select the subject area in the list.
2. Click the **Remove** button. The subject area is no longer displayed on the list.



## Substitute Roles

Click the **Substitute Roles** link on the My Information navigation bar to display the Selected Substitute Roles panel with a list of the substitute roles you have selected. The Selected Substitute Roles panel is shown below.



**Figure 19: Selected Substitute Roles panel**

## How to Remove a Substitute Role

If you want to remove a substitute role from your list, follow the steps below.

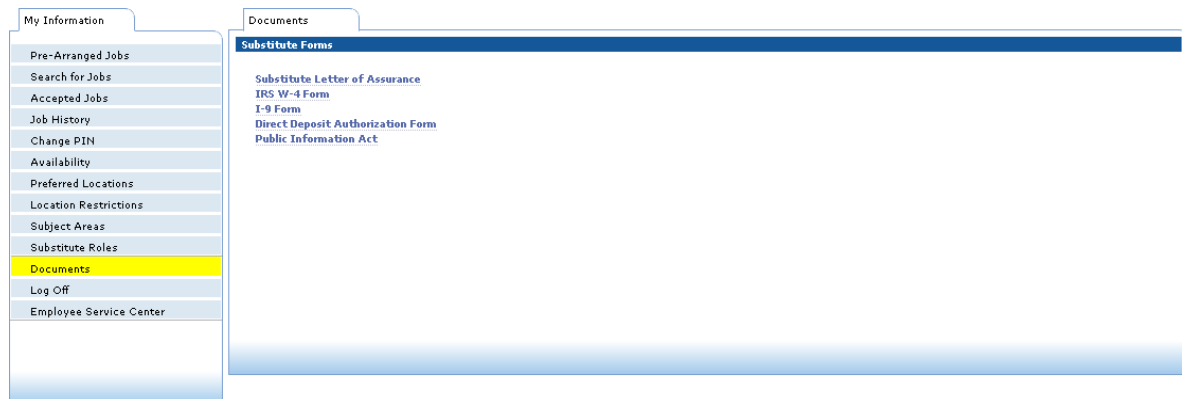
**Important:** If you remove a substitute role and then wish to add it back to your list, you will need to contact the district's Substitute Center.

1. Highlight to select the role in the list.
2. Click the **Remove** button. The role is no longer displayed on the list.



## Documents

Click the **Documents** link on the My Information navigation bar to display the Documents tab. Use the links on the tab to display documents related to your substitute position. The Documents tab is shown below.



**Figure 20: Document's tab**

## Log Off

Click the **Log Off** link on the My Information navigation bar to log out of the Substitute Service Center. The Substitute Logon tab is displayed.

## Employee Service Center

Click the **Employee Service Center** link on the My Information navigation bar to open the log in page for the Employee Service Center in an alternate browser window, as shown below. You are not logged out of the Substitute Service Center. When you have logged out of the Employee Service Center, you can click the **Close Alternate Window** link to close that browser window.



### **Areas of the Employee Service Center Used by Substitutes**

Not all areas of the Employee Service Center are used by substitute employees. Areas that include information used by substitutes are listed below:

- My Personal Information
- My Employment Records
- My Documents
- Paycheck