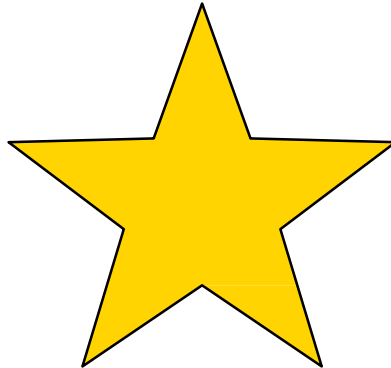


KISD SUBSTITUTE TEACHERS

A Handbook of Practices and Procedures
Substitute Teacher Automated Recordkeeping System: STARS



PERSONNEL SERVICES
KILLEEN INDEPENDENT SCHOOL DISTRICT
2301 Atkinson Street
Killeen, Texas 76543

HELP DESK: (254) 336-0112 or 336-0113 7 a.m. to 5 p.m.
STARS: (254) 519-4584

Tivonda Tucker-Johnson	Substitute Specialist	
Mary Mason	Substitute Center Technician	336-0112 (A-L)
Tracey Delgado	Substitute Center Technician	336-0113 (M-Z)

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Introduction

Welcome to the 2016-2017 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 three months without working 5 days will result in your name being removed from the substitute list.

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

If you move or change your telephone number, please contact the Sub Office with your new information.

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 2016-2017 school year!

REQUIREMENTS

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

1. Completed application
2. Official transcript from college and/or university.
3. Substitute Packet (available on the KISD website)
4. Copy of **standard** 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. Provisions 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. Passing online training
 - b. educational level
 - c. 2/3 job references with email address or personal interview
9. Fingerprinting (All the above must be completed and turned in before a FAST PASS is requested.) **Cost approximately \$50**
10. Complete online substitute training. **Cost is approximately \$49**
11. Register with STARS. 519-4584



General Information

ADMINISTRATIVE PROCEDURES

Daily assignments shall be made through Personnel Services where an active list of persons qualified to serve as substitute teachers is maintained in STARS. 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.

TRAINING FOR SUBSTITUTES

An online substitute training is offered through The App-Garden. The link will be available on the Killeen ISD website. This training is required of all new applicants prior to approval for placement on the active substitute list with at least an **85% passing score on Substitute orientation and 70% on Effective Substitute Teacher Training**. Applicants are responsible for paying.

PERSONNEL INFORMATION

1. Retired teachers may file an application 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 STARS and listed on the official substitute roster are eligible for substitute teaching.
4. The substitute teacher should notify the substitute center of any change in address or telephone number and give notification if he/she wishes to be removed from the list permanently by coming into the office or emailing tivonda.tuckerjohnson@killeenisd.org.
5. A substitute teacher who is no longer available for assignments must complete the deletion form provided by the district. The information should be accurate and detailed to provide the district with information for future reference.
6. When not available for service for 2 weeks or less, the substitute teacher should call STARS as soon as possible. When ready to return to duty, the substitute teacher should call STARS and indicate availability status. In addition, call the substitute center at 336-0113 when you are unavailable for more than 2 weeks and provide documentation of why you will be out (a doctor's note, military orders, funeral program, etc.).

7. A working phone and email address are **REQUIRED**. If your phone is not operable but you are successful in securing jobs by other means, please inform the substitute center.
8. 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.
9. 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.
10. Once fingerprints are cleared, substitutes must complete the online substitute training with at least a 85% passing score. You will then have two weeks to register with STARS after being hired.
11. If you decide to quit, we need to know as soon as possible.
12. Be prepared to show identification when you arrive on campus and/or give the campus your car keys.
13. Substitute work schedules will be monitored by the substitute center. When called on a regular basis substitutes should work accordingly. A notification will be emailed to the email address on file that you have reached your **30 days of not working or three consecutive months of not working at least 5 days**. You will have **10 days** from the date of the email to work **4 full days** in order to remain on the substitute list. Half days will not count as one of the 4 full days required to work. You will be removed from the list if the requirements are not completed or you have not notified the sub center with documentation of why you were unable to work. It will be considered job abandonment and you will not be considered for rehire.
14. **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 and returned to the substitute office by the last day of school each year. 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 remain on the substitute list for the upcoming school year. **Beginning with the 2016-2017 school year, Killeen ISD will implement a requirement that all substitutes work a minimum of 5 days a month.** 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 the 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 the students for personal use. Do not contact students by phone, email 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 while students are present is not allowed. The students deserve the undivided attention of the substitute.
8. Unauthorized visitors are not allowed in the classroom.
9. Do **NOT** give food items to students due to food allergies.

PROFESSIONAL DUTIES

1. Use this handbook---become acquainted with it as soon as possible.
2. Accept assignments as given by STARS.
3. Report to the administrative office in assigned building at start of day.
4. Wear the substitute badge provided by the campus at all times.
5. Check the regular teacher's mailbox.
6. Review the regular teacher's lesson plans, teaching materials, general building routines and procedures and disaster drill regulations. The Substitute Information Folder should contain the necessary 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.**
10. Monitor assigned classes carefully.
11. Ask for assistance from teachers and other administrators when in doubt.
12. Check the room conditions noting lighting, temperature, and seating arrangements.
13. Refer all unusual requests from parents and students to the campus administrator. Examples include requests to be dismissed early and to be absent from the classroom for some activity.
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 copy 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. Keep in close contact with the regular teacher if the assignment is for more than one day. Contact a campus administrator concerning the advisability of calling the regular teacher.
19. Deposit in the office, any money collected first thing in the morning.
20. Remember that textbooks, workbooks or library books are issued only by the regular teacher.
21. You must leave a summary of the activities completed during the absence of the regular teacher.
22. 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 assignments receive long term pay.)
23. **Do not cancel assignments the day or less than 24 hours 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 has already 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 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 will result in removal from the substitute list.** The help desk opens at 7:00 a.m.
24. **NO SHOWS:** Four no shows will result in removal from the substitute list.
25. No computer use 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.
26. **NO** physical restraints or contact of students.
27. Be on time.
28. Become familiar with Local Policies: www.Killeenisd.org Policy-On-Line.



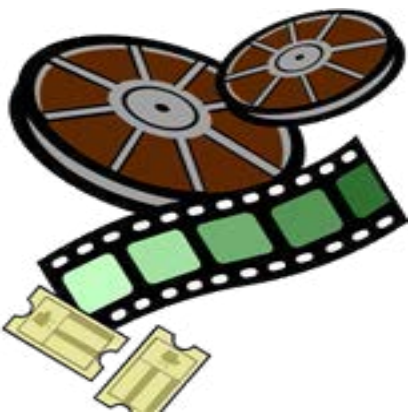
Avoiding Negligence

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 intercom or send a student(s) with a message if you need to contact the principal or another teacher.
2. **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.
3. **NEVER GIVE MEDICINE OF ANY KIND, INCLUDING ASPIRIN, TO STUDENTS.** Refer students who are taking medication to the office. Substitute clinic aides may dispense prescribed medication to students.
4. **DO NOT ORDER A DISRUPTIVE STUDENT TO LEAVE CLASS UNSUPERVISED.** Instead request assistance by asking a student(s) to take a note to the office for you or ask another teacher to supervise your class while you escort the student to the office.
5. **DO NOT GIVE STUDENTS ANY FOOD ITEMS.** A student could have food allergies. Students may have their own snacks if allowed by classroom teacher only.
6. Maintain a neat, orderly, and safe environment for students.
7. Know how to quickly contact school personnel who can assist you with an emergency.
8. **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.

9. 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.)
10. Follow school procedures for allowing students to leave the campus early.
11. Do not keep students after class or after school.
12. 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.
13. 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.
13. Obtain permission from the principal before sending notes or other communication home to parents.
14. Avoid introducing controversial subjects or materials (internet searches, questionable cartoons, etc.) to classes.
15. Do not advertise products or services during class.
16. Do not date students or socialize with them after school.
17. Avoid being left alone with a student for extended periods of time.
18. Safeguard equipment and materials against abuse or theft.
19. If a student teacher is assigned to your class, remain on duty in the classroom, assisting the student teacher as necessary.
20. Only show DVDs suggested by the teacher.



SUBSTITUTE TEACHER EVALUATION

1. Substitutes may be evaluated by the regular classroom teacher and 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 email 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. **Substitutes who receive three (3) negative evaluation reports, for any reason, within a calendar year will be required to take the online Effective Substitute Teacher training \$39 (substitute's responsibility) within one week of being notified by substitute center. If one more negative evaluation is received after the training, the substitute will be removed from the substitute list.**
8. Periodically, the Sub-Center Specialist will send informative communication to all substitutes.

Removal from the Substitute List

Failure to comply with district policies and/or the guidelines established in the substitute handbook may result in adverse employment action against the substitute including, but not limited to, termination and/or removal from the district substitute list.

Other actions that may result in removal from the substitute system are:

- Unsatisfactory performance as noted in a substitute evaluation report submitted by a principal/campus administrator, as stated above.
- Any single incident determined by the district to be inappropriate in carrying out the substitute's responsibilities.
- Five cancellations by the substitute less than 24 hours before the day of an assignment.
- Four no shows.

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.

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

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.

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), 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 5 days 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 calls **STARS** to report the absence. **STARS** calls a substitute or the substitute can call **STARS** or log on to Smart Find Express 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 and secretaries.
2. All requests for substitutes must be entered in **STARS**. When pre-assigned, please ask the campus to enter the appropriate information. **If a teacher request 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.**
3. The substitute is **subject to reassignment** during the day if circumstances require changes.
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 **STARS** 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 Help Desk 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**.
7. Substitutes must have a working email address and telephone number.
8. A call from STARS means we need you, take the job. **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. When called on a regular basis, substitutes should work accordingly. A substitute will be removed from the list after **30 days** of not working or not working 5 days a month for 3 consecutive months.
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. Sign out at the end of the day. Do not sign out when you sign in.

PAY

1. The law requires a social security tax payment for all substitutes not currently covered by a retirement system. The current Social Security rate is 6.20% and for Medicare the rate is 1.45%. The school district will match both deductions. 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 with the substitute center.
5. Half days are paid half of the rate of the position.
6. Please notify the substitute center of address, email and telephone changes.
7. Questions regarding payroll should be directed to Payroll Services at 336-0173. Questions regarding job assignment or other matters regarding substituting should be directed to the Help desk at 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 VOUCHER ON LINE AT THE KILLEEN ISD WEBSITE

Go to www.killeenisd.org select departments at the top, select Payroll Services, then select Employee Service Center on the right, register and log in.

TAX SHELTERED ANNUITIES

- For a TSA enrollment packet, please contact the Employee Benefits office at 336-0165

**KILLEEN INDEPENDENT SCHOOL DISTRICT
PAY SCALE FOR SUBSTITUTES**

NON-DEGREED

\$76.80 per day for Aides

\$61.45 per day for Secretaries

\$76.80 per day for Classroom Teachers

* \$90.00 per day for Long Term Teachers

FOUR YEAR DEGREE

\$76.80 per day for Aides

\$61.45 per day for Secretaries

\$84.20 per day for Classroom Teachers

* \$97.30 per day for Long Term Teachers

STATE CERTIFIED TEACHER

\$76.80 per day for Aides

\$61.45 per day for Secretaries

\$97.30 per day for Classroom Teachers

* \$110.40 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 as long as you are not out more than 2 consecutive, in which case your pay will revert back to the original amount. ONLY teacher positions receive long term pay.**

Self-Contained Special Education Jobs Pay

Paraprofessionals (Aides) \$86.80	Professionals (Teachers) +\$10.00
Autistic (CASD) Functional Skills PPCD Physical Needs Skills Therapeutic Learning Visually Impaired Deaf Ed Interpreter Behavior Management Positive Behavior Special Education Aide II	Autistic (CASD) Functional Skills PPCD Skills Therapeutic Learning Visually Impaired Deaf Ed Interpreter Adaptive PE Behavior Management Positive Behavior

	Aides	Teachers	Long-Term Teacher
Non Degreed	\$86.80	\$86.80	\$100.00
Degree	\$86.80	\$94.20	\$107.30
Certified	\$86.80	\$107.30	\$120.40

***This is not for all special education jobs!**



SUBSTITUTE 2016-2017 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 2016/2017 school year.

Month	Pay Check Date	Direct Deposit Date	Period Covered:
**August	8/30/2016	8/29/2016	8/6/2016 - 8/12/2016
September	9/16/2016	9/15/2016	8/13/2016 - 8/26/2016
	9/30/2016	9/29/2016	8/27/2016 - 9/9/2016
October	10/14/2016	10/13/2016	9/10/2016 - 9/23/2016
	10/28/2016	10/27/2016	9/24/2016 - 10/7/2016
November	11/10/2016	11/9/2016	10/8/2016 - 10/21/2016
	11/22/2016	11/21/2016	10/22/2016 - 11/4/2016
**December	12/16/2016	12/15/2016	11/5/2016 - 11/25/2016
**January	1/20/2017	1/19/2017	11/26/2016 - 12/16/2016
February	2/3/2017	2/2/2017	12/17/2016 - 1/13/2017
	2/17/2017	2/16/2017	1/14/2017 - 1/27/2017
March	3/3/2017	3/2/2017	1/28/2017 - 2/10/2017
	3/24/2017	3/23/2017	2/11/2017 - 2/24/2017
April	4/14/2017	4/13/2017	2/25/17 - 3/24/2017
	4/28/2017	4/27/2017	3/25/2017 - 4/7/2017
May	5/12/2017	5/11/2017	4/8/2017 - 4/21/2017
	5/31/2017	5/30/2017	4/22/2017 - 5/5/2017
June	6/15/2017	6/15/2017	5/6/2017 - 5/19/2017
	6/30/2017	6/29/2017	5/20/2017 - 6/2/2017

These dates are subject to change

** Only one payroll will process this month.

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 336-0045, will be the Title IX Coordinator.

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 employee 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 policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a 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, illegal 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 or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. 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
MEDIA

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

USE WITH
STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matter within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

- (1) Exceptions for family and social relationships;

- (2) The circumstances under which an employee may use text messaging to communicate with students; and
- (3) Other matters deemed appropriate by the Superintendent or designee.

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]

PERSONAL USE

An employee shall be held to the same professional standards in his or her public use of electronic media as for any 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.

SAFETY
REQUIREMENTS

Each employee shall adhere to District safety rules and regulations and shall 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.

RELATIONSHIPS WITH
STUDENTS

An employee shall report child abuse or neglect as required by law. [See FFG]

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

TOBACCO AND
E-CIGARETTES

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH (LOCAL)

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

EXCEPTIONS

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

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

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:

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 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 assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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*

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 District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

Standard 1.7. The educator shall comply with state regulations, written local 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 District employees, Board members, students, or parents of students.

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

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

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

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct Toward Students

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

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

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

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

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

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

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

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

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, 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:

- 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;
- 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

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.
 - a. Clothing shall be within one size up or down of appropriate size.
 - b. Dresses and skirts, including the slits, shall be no more than 2" above the knee. Shorts, skorts, and culottes shall not be worn.
 - c. Capri pants shall be at least 2" below the knee.
 - d. Halter tops, tank tops, undershirts, T-shirts, midriff blouses, see-through mesh or net-like materials are unacceptable.
2. Tight-fitting or revealing garments that may appear to be an undergarment, such as spandex, shall not be worn as an exterior garment.
3. Warm-ups or sweat suits are unacceptable.
4. Shoes shall be soled and appropriate for the job responsibilities of personnel. Shoes inappropriate for school include shower shoes, beach footwear, and house slippers.
5. Athletic shoes are not acceptable except as designated by spirit day and/or on occasions as designated by the supervisor, as long as the following conditions are met:
 - a. Athletic shoes shall be worn as they are designed to be worn.
 - b. Athletic shoes shall be tied, zipped, or closed as they are designed to be worn.
 - c. Athletic shoes that are worn out or dirty are unacceptable.
6. Clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, sexual innuendo, or any controlled substances are unacceptable.

7. Male instructional staff shall wear slacks and collared shirts or other business casual attire. T-shirts may not be worn as an outside garment, except as designated by spirit day.
8. Business casual attire does not include jeans and ties are optional.
9. Jeans shall not be worn unless on a designated day such as spirit day, collegiate day or to support a fundraiser. Jeans should not be worn more than one day per week. (No jeans for Substitutes unless there is approval from the principal or assistant principal.)
10. Male staff members may wear neatly trimmed mustaches or beards.
11. Hair shall be clean and kept in a neat, professional style.
12. Visible inappropriate (as reflected in item #6) tattoos are unacceptable.
13. Earrings worn on the ears are the only form of body piercing that is acceptable.
14. Frayed, worn, or tattered clothing is unacceptable.
15. All District employees shall wear and appropriately display name badges.
16. Teacher workday attire may be designated by the supervisor. Teachers attending professional development, whether in or out of District, shall follow the District dress code standards.
17. The student dress policy should not be more restrictive than the expectations for staff.

The Employee Dress Regulation as written reflects minimal expectations. The campus administration may set higher expectations with the involvement of the Campus Employee Advocacy Committee.

Exceptions to the standards are as follows:

1. Physical education, athletic, OT/PT, school clinic and dance staff may choose to wear appropriate uniforms, approved by the administration, during the specified instructional period. When in the academic classroom, these uniforms are unacceptable.
2. Instructors in career and technology course may wear clothing and footwear appropriate for the activity during the instructional period. Safety is the primary goal when determining professional dress for these employees.
3. Instructors conducting special activities such as field trips, and the like, may wear clothing or footwear appropriate for the activity with approval of the supervisor.
4. Auxiliary employees in maintenance, custodial, transportation, food service, network services, telecommunication services, warehouse and property management positions shall comply with all standards in the District dress code unless specific exceptions are stated in these departments' dress codes.

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

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

DEFINITIONS

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

STATEMENT OF
NONDISCRIMINATION

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

DISCRIMINATION

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

HARASSMENT

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

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

EXAMPLES

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

SEXUAL
HARASSMENT

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

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Update 103

DIA(LOCAL)-X

1 of 4

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

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

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

EXAMPLES

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

RETALIATION

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

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

EXAMPLES

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

PROHIBITED
CONDUCT

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

REPORTING
PROCEDURES

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

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

DEFINITION OF
DISTRICT

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

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

TITLE II / ADA /
SECTION 504
COORDINATOR

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

SUPERINTENDENT

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

ALTERNATIVE
REPORTING
PROCEDURES

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

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

TIMELY REPORTING

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

NOTICE OF REPORT

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

INVESTIGATION OF
THE REPORT

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

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

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

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

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

CONCLUDING THE INVESTIGATION	<p>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.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p>
DISTRICT ACTION	<p>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.</p> <p>The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p>
CONFIDENTIALITY	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
APPEAL	<p>A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.</p> <p>The complainant may have a right to file a complaint with appropriate state or federal agencies.</p>
RECORDS RETENTION	<p>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]</p>
ACCESS TO POLICY	<p>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.</p>

Refer to Killeenisd.org for all policies and procedures.

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:

In order 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 provide.

*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 in regard to 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.

II. 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:

1. 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.
2. 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

- Services (CPS), shall not be required to provide any other form of identification.
3. 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.
 4. 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.
 5. 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.
 6. If further access is granted, the visitor will be issued an adhesive identification badge which must be worn at all times while on campus.
 7. 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.
 8. All visitors who go to other parts of the campus must comply with any other access rules established for that campus.
 9. 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.
 10. 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.
 11. 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.

III. Sex Offenders

12. 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").

- a. 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.

- b. 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. If granted limited access, the parent will be closely monitored while on school property.
- c. 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.
- d. A parent identified as a sex offender shall not be permitted to access the Classrooms of the Campus while students are present.
- e. 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.
- f. 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.
- g. 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.

IV. 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.

V. 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.

VI. 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.

VII. 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
 November 2010
 August 2014

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, amnionic 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 employees 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) Sharps 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 enroute 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 at all 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

Tel: 254-336-

1684

Environmental Services

Tel: 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) **School Crisis Response 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) **Your School Emergency Response Plan** - This is a flip chart which lists actions to be taken and has maps of the specific classroom regarding Shelter in Place, Building evacuation, and Site Evacuation, Exterior Lockdown and Total Lockdown.
- 3) Each school has developed an Emergency Operations Planning Team and Response Team.
- 4) All safety instructions will be given in plain language. No codes will be used.
- 5) Safety Drills are conducted at each school.
- 6) Campus Crisis Kits are containers which hold various items to be taken with students during a building evacuation. These are age and grade specific.
- 7) In the event of a Building Evacuation order, insure that you take your grade book and account for all students. In the event that a student cannot be accounted for, immediately notify the school staff.

If an emergency situation 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 handicapped
4. Portables – if possible, move inside main building
5. Shut of HVAC
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 (purse and) grade book
3. Get emergency/crisis plan
4. Get Krash Kit
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 student
10. Check for injuries
11. Check roll
12. Account for missing student
13. Ignore all school bells
14. Follow all instructions
15. Stay until clear

Site Evacuation

1. Follow all instructions

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

Exterior Lockdown (Exterior Threat)

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

Total 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 red or green card with classroom number on the card
4. Place the red or green card with classroom number on exterior window
5. Close the blinds
6. Turn off lights
7. Have class sit on the floor and keep quiet
8. Open door only for the police or principal
9. If told to evacuate, take roll book
10. Doors remain locked until “all clear” from 1st responders
11. Monitor PA system for “all clear” by principal

CAMPUS DIRECTORY

<u>CAMPUS</u>	<u>PRINCIPAL</u>	<u>ADDRESS</u>	<u>PHONE</u>
Early College H.S.	Kathleen Burke	51000 Tank Destroyer, F.H.	336-1050
Early College H.S.	Kathleen Burke	6200 W. Central Texas Expressway, Bldg 155	336-0215
Ellison High	David Dominguez	909 Elms Rd.	336-0600
Harker Heights High	Larry Brazzil	1001 FM 2410, H.H.	336-0800
Killeen High	Susan Buckley	500 North 38 th St.	336-0400
Shoemaker High	Sandra Forsythe	3302 Clear Creek Road	336-0900
Audie Murphy MS	Mike Quinn	53393 Clarke Road, F. H.	336-6530
Charles Patterson MS	Kara Trevino	8383 W. Trimmier	336-7100
Eastern Hills MS	Jeremy Key	300 Indian Tr., H. H.	336-1100
Liberty Hill MS	Jorge Soldevila	4500 Kit Carson Trail	336-1370
Live Oak Ridge MS	Wanda Stidom	2600 Robinett Rd.	336-2490
Manor MS	Jennifer Washington	1700 South W. S. Young	336-1310
Nolan MS	Lolly Garcia	505 E. Jasper Rd.	336-1150
Palo Alto MS	Matt Widacki	2301 Elms Rd.	336-1200
Rancier MS	Miche Wells	3301 Hilliard	336-1250
Union Grove MS	Dagmar Harris	101 East Iowa, H.H.	336-6580
Gateway High	Chris Halpayne	4100 Zephyr Road	336-1700
KISD Career Center	Nancy Duran	1320 Stage Coach Rd	336-3800
Gateway Middle	Chris Halpayne	1307 Gowen	336-1690
Pathways Academic Campus	Bobbie Reeders	1322 Stage Coach Rd	336-7250

CAMPUS DIRECTORY CONTINUED

<u>CAMPUS</u>	<u>PRINCIPAL</u>	<u>ADDRESS</u>	<u>PHONE</u>
Bellaire Elem.	Lavonda Looney	108 W. Jasper Dr.	336-1410
Brookhaven Inter.	Rose Engelbrecht	3221 Hillard Ave.	336-1440
Cedar Valley Elem.	Connie Morris	4801 Chantz Dr.	336-1480
Clarke Elem.	Laura Dart	51612 Comanche Ave., F.H.	336-1510
Clear Creek Elem.	Mary Ann Ramos	5002 W. Cen. Tex. Exp.	336-1550
Clifton Park Elem.	Catherine Snyder	2200 Trimmer Rd.	336-1580
Duncan Elem.	Pam Disher	52400 Muskogee Dr., F.H.	336-1620
East Ward Elem.	Norma Baker	1608 E. Rancier Ave.	336-1650
Dr. Joseph A. Fowler	Joyce Lauer	4910 Katy Creek Lane	336-1760
Harker Heights Elem.	Carolyn Dugger	726 S. Ann Blvd., H.H.	336-2050
Hay Branch Elem.	Brenda Martinez	6101 Westcliff Rd.	336-2080
Haynes Elem	Angela Donovan	3309 W Canadian Loop	336-6750
Iduma Elem.	Kathy Bohannon	4400 Foster Lane	336-2590
Ira Cross Elem.	Tomas Sias	1910 Herndon Dr.	336-2550
Maxdale Elem.	Bobbie Evans	2600 Westwood Dr.	336-2460
Meadows Elem.	Peter Hartley	422 27 th St., F.H.	336-1870
Montague Village Elem.	Renee Cook	84001 Clement Dr.	336-2230
Mountain View Elem.	Randy Podhaski	500 Mountain Lion Rd. H.H.	336-1900
Nolanville Elem.	Wendy Haider	901 Old Nolanville Rd.	336-2180
Oveta Culp Hobby Elem.	Jennifer Warren	53210 Tank Destroyer, F.H.	336-6500
Peebles Elem.	Gayle Dudley	1800 North W.S. Young	336-2120
Pershing Park Elem.	Linda Butler	1500 W. Cen. Tex. Exp.	336-1790
Reeces Creek Elem.	Michelle Taylor	400 W. Stan Schlueter Lp.	336-2150
Richard E. Cavazos	Joe Gullekson	1200 N 10th St NLV	336-7000
Saegert Elem.	Eli Lopez	5600 Schorn Dr	336-6660
Skipcha Elem.	Carrie Parker	515 Prospector Trl H.H.	336-6690
Sugar Loaf Elem.	Violet Simmons	1517 Barbara Ln.	336-1940
Timber Ridge Elem.	Julie Crabtree	5402 White Rock Dr	336-6630
Trimmier Elem.	Penny Batts	4400 Success Dr.	336-2270
Venable Village Elem.	Vickie Wasson	60160 Venable Road	336-1980
West Ward Elem.	Maureen Adams	709 West Dean	336-1830
Willow Springs Elem.	Denise Pennington	2501 Stan Schlueter Lp.	336-2020

ELEMENTARY

1. Bellaire
2. Brookhaven
3. Cedar Valley
4. Clarke
5. Clear Creek
6. Clifton Park
7. Dr. Joseph A. Fowler
8. Duncan
9. East Ward
10. Harker Heights
11. Hay Branch
12. Haynes
13. Iduma
14. Ira Cross
15. Maxdale
16. Meadows
17. Montague Village
18. Mountain View
19. Nolanville
20. Oveta Culp Hobby
21. Peebles
22. Pershing Park
23. Reeces Creek
24. Richard E. Cavazos
25. Saegert
26. Skipcha
27. Sugar Loaf
28. Timber Ridge
29. Trimmier
30. Venable Village
31. West Ward
32. Willow Springs

MIDDLE SCHOOL

33. Audie Murphy
34. Charles Patterson
35. Eastern Hills
36. Liberty Hill
37. Live Oak Ridge
38. Manor
39. Nolan
40. Palo Alto
41. Rancier
42. Union Grove

HIGH SCHOOL

43. C. E. Ellison High
44. Harker Heights High
45. Killeen High
46. Early College High School
47. Shoemaker High

SPECIAL CAMPUSES

48. Bell County Juvenile Detention Center
49. Gateway High
50. Gate way Middle
51. KISD Career Center
52. Pathways Academic Campus

ADMINISTRATION

53. Administration Building
54. Doc Jackson Professional Learning Center
55. Killeen ISD Learning Support Services
56. Student Services
57. Technology Services

Effective Starter Activities

- Have students design nametags or executive nameplates for their desks.
- In a math class, you might provide students quarter sheets of paper and have them write five sentences about how they used math outside of the classroom in the last week.
- Provide students with quarter sheets of paper and have them graphically represent what they learned the previous day.
- In younger grades, have students draw pictures of their daily schedule. Then have them draw clocks listing what time they did the tasks.
- Put a large poster of a picture in the front of the room, have students study the picture. After three minutes, take the picture away and ask them detailed questions about the picture.
- Photocopy a worksheet of addition, subtraction, multiplication, or division facts; have students time themselves on how long it takes to complete a line of equations.
- Write a brainteaser on the board, and allow a few minutes for students to try to solve it.
- Provide students with a piece of paper and have them write a letter to the President of the United States.
- Have a puzzle in the back of the room set up.
- Have students draw an ideal tree house. Ask them to write a short story about one adventure they have in the tree house.
- Have students create a superhero including pictures and a description of superpowers.
- Have available Sudoku or crossword puzzles that students can complete.
- Have a jar full of items and allow students to guess how many items are in the jar.
- Pull a picture out of a magazine and have students write a caption for it.

Effective Starter Activities

1. How many different languages can you name?
2. Scramble five vocabulary words from today's lesson, swap with another student, and unscramble them.
3. Make a list of the 10 largest animals you can think of.
4. List as many breakfast cereals as you can.
5. Write down all of the different places you find sand.
6. List as many U.S. presidents as you can.
7. List as many states and their capitals as you can.
8. Name as many holidays as you can think of.
9. Write down all of the different flavors of ice-cream you can.
10. Name as many countries of the world as you can.
11. List all of the forms of transportation you can think of.
12. Name as many teachers at the school as you can.
13. Name the different sections of a newspaper.
14. Name all of the states that have the letter "e" in them.
15. Name all of the different types of musical instruments you can.

KILLEEN INDEPENDENT SCHOOL DISTRICT
Substitute Quick Reference Card

System Phone Number 254 519-4584

Help Desk Phone Number 254 336-0113

Write your Access ID here _____

Write your PIN here _____

Web Browser URL <https://killeenisdsfe.eschoolsolutions.com>

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	<i>Today's Jobs</i>	<i>Future Jobs</i>
Weekdays	Starts at 5:30 am	6:00 - 10:30 pm
Saturday	None	None
Sunday	None	6:00 - 10:30 pm
Holidays	None	6:00 - 10:30 pm

DECLINE/CANCEL REASONS:

1. Personal Illness
2. Family Illness
3. No Child Care
4. Personal Reasons
5. Do Not Like Position Being Offered

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback number. Correct if necessary.
5. You will be asked to make a PIN number. Enter a new PIN number at least 6 digits in length, not to begin with a Zero, followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **PIN** followed by the star (*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason from page 1 followed by the star (*) key
3. If you **pressed 1** to Hear the job description

PRESS 1 to Accept this job

Record the Job Number. You are successfully assigned to the job.

PRESS 2 to Repeat the job description

PRESS 3 to Decline the job

Enter the decline reason from page 1 followed by the star (*) key

PRESS 1 to Accept

4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered

PRESS 1 to Accept the time offered

PRESS 2 to Enter an earlier time in HH:MM format.

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 2 – Hear Available Jobs
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 –PIN # changes or Re-record Name
- 9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
 - PRESS 1** to Hear assigned job information again
 - PRESS 2** to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
 - PRESS 1** to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS

1. Hear assignment information
 - PRESS 1** to Repeat assignment
 - PRESS 2** to Accept assignment
 - PRESS 3** to Decline assignment
2. If you **pressed 3** to Decline assignment
 - Enter decline reason from page 1 followed by the star (*) key

CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
 - PRESS 1** to Modify callback telephone number
2. Enter new telephone number followed by the star (*) key.

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN #
 - PRESS 2** to Change the recording of your name
-

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

PIN REMINDER

The “Forgot your PIN?” link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user’s Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.*

PROFILE

Email - Enter or change email address

Callback # - Update the phone # you want the system to use to call to offer you jobs

Change Password - (PIN #) follow instructions to change PIN

SCHEDULE*General*

- **Modify an Availability Schedule**

- Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
- Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above

Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.

Classifications and Locations

- Review classifications and locations you have chosen for assignments

Unavailable Dates Tab

- **Create Unavailability Schedule**

- Select the *New* button
- Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
- Select the *All Day* check box or enter the time range in HH:MM am or pm format
- Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- Select *Save* button

AVAILABLE JOBS

Choose the Available Jobs link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**

- Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
 - Select the *Return to List* button to return to the job listing
-

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
 - Search for assignments
 - Press the *Search* button to display the list of assigned jobs
 - Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.
-

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons

Notes on Substituting

Notes on Substituting

Notes on Substituting