

KILLEEN INDEPENDENT SCHOOL DISTRICT

EMPLOYEE HANDBOOK



HUMAN RESOURCES

(254) 336-0049

AUXILIARY HUMAN RESOURCES

(254) 336-0058

EMPLOYEE BENEFITS

(254) 336-0165

RISK MANAGEMENT

(254) 336-0068

If you have difficulty accessing the information in this document because of a disability, please contact KISD's Human Resources Department.

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Introduction

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

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

This handbook is updated annually.



A Message from Dr. Jo Ann Fey
Superintendent of Schools

June 17, 2024

Dear Killeen ISD Employees,

As we begin a new school year, I want to be the first to welcome our new team members and say hello to our returning employees. You, as a valued employee of the KISD Team, are the key ingredient to a successful school year.

Every individual plays a vital role to ensure that our 53 school campuses are prepared to educate approximately 44,000 students. Our mission remains: To Teach So That Students Learn to Their Maximum Potential. This year we will work towards the newly adopted board goals which can be found at <https://www.killeenisd.org/Page/15133>.

The purpose of this employee handbook is to provide you with the information intended to answer frequently asked questions pertaining to the Killeen ISD Policies and Procedures. The information includes, but is not limited to, answers regarding pay and benefits, employment law, the Texas Public Information Act, personnel management and administration, and your rights and obligations as an employee of the district. I believe you will find the information helpful and will assist you in having a successful school year. The Employee Handbook is also available on our website under Recruitment and Retention.

Through our positive daily interactions and by fostering meaningful relationships with our students and with one another, we will undoubtedly experience and celebrate many milestones and accomplishments together. Your hard work and dedication from this point forward will leave a lasting impact on the next generation of learners. I am genuinely appreciative of your commitment to our students.

I hope our second school year together is a success on all accounts.

Sincerely,

A handwritten signature in cursive script that reads "Jo Ann Fey".

Jo Ann Fey, Ed.D.
Superintendent of Schools



District Information

Description of the District

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

High Schools	5
Early College High School	1
Middle Schools	12
Elementary Schools	31
Career Center	1
Alternative Campuses	4

The district serves approximately 44,000 students with a workforce of 6,800 employees.

Directional Plan

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

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

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

Mission Statement, Goals, and Objectives

[Policy AE](#)

System Scorecard

- **Priority 1: Student Success**
 - ▶ 1.1 Pathways for ALL students to build connections.
 - ▶ 1.2 ALL students meet or exceed the Texas grade level standards in reading and writing.
 - ▶ 1.3 ALL students meet or exceed the Texas grade level standards in math.



- ▶ 1.4 ALL students will graduate from high school ready to enroll in post-secondary education, enlist in the military and/or enter the workforce.

- **Priority 2:** Human Capital
 - ▶ 2.1 To recruit and retain staff, the district will promote work environment, and provide a competitive compensation and benefits plan.
 - ▶ 2.2 The District will implement effective standards and practices that will consistently and strategically staff campuses and departments.
 - ▶ 2.3 The District will identify and provide ongoing training and coaching needed for staff to build their professional capacity.
 - ▶ 2.4 ALL Staff will have formal and informal opportunities to give and receive feedback regarding job satisfaction and performance.

- **Priority 3:** Financial Stewardship
 - ▶ 3.1 The District will use data-driven planning to prioritize resource allocations.
 - ▶ 3.2 The District will prepare budgets using transparent and open communication among stakeholders.
 - ▶ 3.3 The District will continuously evaluate and update policies and procedures to foster a positive culture and climate.
 - ▶ 3.4 District Operational Departments training will focus on effective and sustainable use of district resources and procedures.

District of Innovation (DOI)

[Policy AF](#)

House Bill 1842, passed during the 84th Texas Legislation Session, affords Texas public school districts the opportunity to pursue a designation as a District of Innovation (DOI). The DOI designation provides districts the flexibility to obtain exemptions from certain provisions of the Texas Education Code (TEC) to increase local control over district operations and to support local initiatives. On November 12, 2019, the Killeen Independent School District's Board of Trustees adopted a resolution to initiate the process of becoming a DOI. Subsequently, the board has approved three additional amendments to the original DOI plan: First amendment approved on January 10, 2023, second amendment approved on March 5, 2024, and the third amendment approved on June 11, 2024.

The Killeen ISD DOI Plan can be found here: [Killeen ISD District of Innovation Plan](#)



Board of Trustees

Board Policies: Section B – Local Governance

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The Board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The Board provides oversight on school matters within limits established by state and federal laws and regulations.

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

Current Board of Trustees

- Brett E. Williams, President
- Susan M. Jones, Vice President
- Marvin Rainwater, Secretary
- Brenda Adams, Trustee
- Oliver Mintz, Trustee
- Tina Capito, Trustee
- Rodney Gilchrist, Trustee

The Board usually meets every Tuesday of each month, alternating between workshops and regular meetings, at the KISD Administration Building, 200 North W. S. Young Drive in Killeen. Special meetings may be called when necessary. A written notice of each meeting will be posted on the district website and on the bulletin board at the front entrance of the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, as defined by law, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation, or other matters as allowed by Texas Government Code, Chapter 551.

Administration

The Senior Staff may be found here: <https://www.killeenisd.org/Page/15069>

School Calendar



The approved school calendar is published annually and can be found on the district's website: <https://www.killeenisd.org/Page/16163>

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department, which may be found here: https://www.killeenisd.org/personnel_directory

You may also use this resource to locate and contact campus staff: <https://www.killeenisd.org/schools>

Employment

Equal Employment Opportunity

Policies [DAA](#), [DIA](#)

In its efforts to promote nondiscrimination and as required by law, Killeen ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Attorney Mike Harper, KISD Administration Building, 200 North W. S. Young Drive, Killeen, TX 76543, mike.harper@killeenisd.org, telephone: **(254) 336-0041**. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Chiquata Wright, Director of Employee Relations, KISD Administration Building, 200 North W.S. Young Drive, Killeen, TX 76543, chiquata.wright@killeenisd.org, telephone: **(254) 336-0049**.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.



Job Vacancy Announcements

[Policy DC](#)

Announcements of job vacancies by position are posted on a regular basis to the district's website. Each applicant for employment must complete an online job application. The information contained in the application will be verified. Falsification of information will disqualify a candidate and may lead to a mandatory report to a licensing or certification entity, such as Texas Education Agency's (TEA's) State Board for Educator Certification (SBEC).

Selection

[Policies DAB, DC](#)

The district seeks to select highly qualified staff in auxiliary, paraprofessional, and professional positions, based on their relative academic or technical preparation, proper certification (if applicable), skills, experience, references, evaluations, suitability for the position, and the needs of the district. This criteria is not rank-ordered and may be considered in whole or in part when making such decisions.

Physical Examinations

[Policy DBA](#)

Applicants selected for bus driver and police officer positions must pass a physical examination and a urinalysis. This physical examination must be updated annually.

Personnel File

[Policy DBA](#)

KISD maintains personnel files for all employees. These files contain documentation regarding all aspects of the employee's service with KISD, such as performance appraisals and disciplinary action. An employee, or the employee's representative who has been designated in writing, may examine the employee's personnel file upon request to the Human Resources Department.

Employment after Retirement

[Policy DC](#)

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

Contract and Noncontract Employment

[Policy DC series](#)

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing



contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five (5) of the eight (8) years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online, or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by an agreement that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Certification and Licenses

[Policies DBA, DF](#)

Professional employees whose positions require SBEC certification, or a professional license, are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify both their immediate supervisor(s) and Human Resources when there is action against, or revocation of, their license.

A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.



Recertification of Employment Authorization

[Policy DC](#)

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization.

Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

[Policy CQ](#), [DHE](#)

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

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle. Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty. All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.



Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Director of Transportation Services **(254) 336-0124**.

Health Safety Training

[Policies DBA, DMA](#)

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety.

Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their supervisor prior to the start of the school year.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

[Policy DK](#)

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes.

Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (LOCAL).

An employee with the required qualifications for a position may annually request a transfer to another campus or department. The employee must complete an internal application for the specific job posting(s) by the deadlines established in the annual transfer process. All transfer requests will be coordinated by Human Resources and must be approved by receiving supervisors.

Workload and Work Schedules

[Policies DEAB, DK, DL](#)

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays.

Notice of work schedules, including start and end dates and scheduled holidays, will be published each school year.



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

The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Breaks for Expression of Breast Milk

[Policies DEAB, DG](#)

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

All employees are entitled to a reasonable break time to express breast milk for one year after the birth of a child. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. An employee with questions or concerns should contact Human Resources at 254-336-0045.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Human Resources at 254-336-0045 to begin the interactive process.

Notification to Parents Regarding Qualifications

[Policies DK, DBA](#)

In schools receiving Title I funds, the district is required by Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements. Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required



if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold

any certificate or permit.

Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Human Resources at: **(254) 336-0049**.

Outside Employment and Tutoring

[Policy DBD](#)

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

Performance Evaluation

[Policy DN series and Policy DP \(LEGAL\)](#)

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Evaluation tools will be approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive their written evaluation, then participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Teachers shall be evaluated using the Texas Teacher Evaluation and Support System (TTESS). An appraisal shall be administered every two years for a teacher designated as "exemplary" under the Teacher Incentive Allotment (TIA) program or who teaches a course that is not part of the TIA program and received at least a "proficient" rating in all sixteen dimensions and the identified student learning objectives (SLO) in the most recent full appraisal. An appraisal will be administered every three years for a teacher designated as "master" under the Teacher Incentive Allotment (TIA) program or who teaches a course that is not part of the TIA program and received an "accomplished" rating in all dimensions of domains 2 and 3 and at least a "proficient" rating in all dimensions of domains 1 and 4 and the identified student learning objectives (SLO) in the most recent full appraisal.

The results of the appraisal of teachers shall be used for professional development purposes and shall be used as one component for contract renewal considerations, if central to the concerns. Each teacher's appraiser shall be a trained, KISD Board-approved TTESS appraiser. Refer to Administrative Procedure VI-NN for more information.

Unless otherwise stipulated in KISD Appraisal Guidelines, a teacher's appraiser shall be a Teacher's Supervisor who is an administrator assigned to the same campus as the teacher. All TTESS procedures and decisions shall be determined in accordance with State Board rules and KISD Appraisal Guidelines. For additional information, see "TTESS Teacher Manual".



Per the nursing peer review process required by Texas Occupations Code and district policy DP (LEGAL), upon receiving a report, a nursing review committee may review a nurse's services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

[Policies BQA, BQB](#)

At both the campus and district levels, KISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in board policies and regulations. KISD employees cannot serve as Treasurer, nor in any capacity that requires signature authority for any KISD-related outside organization's bank account.

Staff Development

[Policy DMA](#)

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is district-based and campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employment skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Curriculum & Instruction

The members of the Curriculum, Instruction, & Assessment Departments are committed to providing teachers with content specific professional learning experiences that will guide them in designing engaging work for students which will result in profound learning. Central to our work is increasing the depth of teacher understanding of content standards for each subject area; hence, our commitment to continuous innovation and revision in all curriculum areas.

The Learning Services Department is comprised of Curriculum, Instruction & Assessment (Elementary Curriculum, Instruction & Assessment, Secondary Curriculum, Instruction & Assessment, Counseling, Multilingual Services, Advanced Academics, Career & Technical Education, Innovative Programs and STEM, and Fine Arts), School Leadership, Specialized Learning, and Student Success. Along with the Superintendent, campus administrators and other departments, Learning Services co-designs district-wide professional learning experiences for employee groups throughout the year. Employees can learn through after-school learning opportunities, campus/department professional learning, extensive summer professional development, conferences, and online learning modules (when available).



All professional employees who are new to the district are provided with a comprehensive and differentiated induction experience that provides a mentor for teachers new to the profession.

Learning opportunities are continually redesigned and expanded to support the needs of professionals and the mission of the district.

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

The Leadership Department implements and oversees the following leadership programs:

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

Compensation and Benefits

Salaries, Wages, and Stipends

[Policy DEA, DEAA, DEAB](#)

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Paraprofessionals and auxiliary employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond forty (40) hours in a workweek.

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



Professional employees should visit the [Human Resources Operations webpage](#) for more information about the district's pay schedules or their own pay. Paraprofessionals and auxiliary employees should visit the [Auxiliary Human Resources webpage](#).

Annualized Compensation

[Policy DEA](#)

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

Pay for Supplemental Duties

[Policy DEA](#)

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

Paychecks

Most employees are paid monthly. Auxiliary hourly employees, and temporary employees are paid semimonthly. During the school year, those without direct deposit will have their paychecks delivered to the campus or mailed to the address on record on payday. Paychecks will not be released to any person other than the district's employee named on the check without the employee's written authorization. During the summer break, June and July paychecks are mailed to the employee's address on record. Employees may view their pay vouchers online through the [Employee Service Center](#). The schedule of pay dates are posted on [Payroll Services' webpage](#).

Direct Deposit of Pay

Direct Deposit requests received by the Payroll Department by the 10th of the month will be processed for the end of month paycheck. However, requests received after the 10th may also be processed depending on the date of the final payroll run. Direct Deposits may be initiated and updated through the [Employee Service Center](#). In addition, the Direct Deposit request form may be printed from the [Payroll Services' webpage](#), or a copy may be obtained from Payroll Services. If sending this form through district mail, please include a voided check or a copy of a bank card with the current account number and routing number for your bank. Contact Payroll at **(254) 336-0025** for more information.



Automated Timekeeping

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

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

Payroll Deductions

[Policy CFEA](#)

Automatic payroll deduction for the Texas Teacher Retirement System (TRS) and federal income taxes are required for all full-time employees. The only exception is for TRS retirees that return to work in a TRS covered position and are no longer required to pay into TRS. Medicare tax is also a required deduction for all employees hired in this district after March 31, 1986.

Temporary and part-time positions are not eligible for TRS and are subject to mandatory enrollment in our FICA-Alt program, unless actively receiving a pension such as ERS, etc.

The district automatically withholds the following from the employee's salary:

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

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

- Annuity programs
- Dental care insurance
- Disability insurance
- Employee's group health insurance
- Greater Central Texas Federal Credit Union
- Life insurance
- Association dues



- United Way donations
- IRS tax payments
- Higher education savings plan
- Killeen ISD Education Foundation donations

Overpayments. When an error has been made in calculating wages (auxiliary employees) and salaries (professional employees) that resulted in an overpayment, the district will adjust the current year’s salary/wages to reflect accurate information. The employee will then reimburse the district the difference between the wages/salary actually paid and the wages/salary that should have been paid for the current work year, and the work year immediately preceding the work year in which the error is detected.

Overtime Compensation

[Policy DEAB](#)

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

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

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday. Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration. Employees may be compensated for overtime with either compensatory time or pay at time-and-a-half rates. Eligible nonexempt employees may accumulate up to 40 hours of compensatory time. At the end of each pay period any outstanding compensatory balances over 40 hours will be paid out. Likewise, the employee’s pay will be docked for any overuse (i.e., negative balance) in compensatory time.

Use of comp time may be at the employee’s request with supervisor approval, as workload permits, or at the supervisor’s direction. Compensatory time for exempt employees may only be accrued and used in accordance with [Administrative Procedure VI-GG](#).

Travel Expense Reimbursement

[Policy DEA](#)

Supervisors must give approval before any travel expenses are incurred by employees. Before employees make travel arrangements or register for conferences, the “Request for Professional Leave and Transportation Form” must be completed and approved by the appropriate supervisor(s) in the district finance software (see KISD Purchasing Manual for details). For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district.



Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage. The reimbursement is processed through the Accounts Payable Department in Business Services. Any Employee Advance Reimbursement (EAR) requests can be submitted in Frontline, but if an employee does not provide a Reimbursement Form in an approval format within a 60-day time frame from the last day of event date, it will become taxable income.

Health, Dental and Life Insurance

[Policy CRD](#)

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance. The district's contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include those who are actively contributing TRS members. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees on the benefits department website at https://www.killeenisd.org/employee_benefits.

There is also a cash-in-lieu option available to employees who are covered under another qualified group health plan not offered by KISD. More information regarding eligibility for the program can be found on the benefits department website at https://www.killeenisd.org/employee_benefits.

The Insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). The request/change must be consistent with the change in family status.

New employees must submit their enrollment within 30 calendar days from their employment start date to enroll in benefits. Those benefits will begin on the first day of the month following the employee's date of hire. Payment plans will be made available for those employees that are placed in a status of owing past premiums due to timing issues. New employees will receive benefits information by email your first week of employment. Benefits information for the next plan year is made available each summer, in advance of the annual enrollment period.

The district provides at no cost to eligible employees a \$25,000 term life insurance policy.

Cafeteria Plan Benefits (Section 125)

Section 125 of the Internal Revenue Code enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, dental, vision, health care and dependent care reimbursement). Premiums are deducted from an employee's salary before federal income tax is calculated. This could result in higher take-home pay. A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first 30 days of employment. All employees must accept or reject this benefit on an annual basis during the annual enrollment period.



Supplemental Insurance Benefits

At their own expense, eligible employees may enroll in supplemental insurance programs for Dental, Vision, Term Life, Catastrophic Illness, Accident, Short- and Long-term disability, Health care Flexible spending account and Dependent Care reimbursement account. Premiums for these programs are paid by payroll deduction.

Short-Term Disability

Full and Part-time employees actively working a minimum of 17.5 hours per week are eligible to apply for short-term disability insurance when hired and during the annual enrollment period.

The district offers a 14 and 30-day elimination period policies. This means that if you elect the 14-day elimination period your benefits would be payable on the 15th day of your disabling injury or illness. Employees **may not** collect both disability and utilize paid leave. Eligibility for Disability payments is determined by Mutual of Omaha based on documentation the employee submits from their physician. Employees who do not enroll in one of the Short-term plans when hired will have a 6-month pre-existing condition waiting period applied from the start date of the policy before any claims will be paid.

Long-Term Disability

Full and Part-time Employees actively working a minimum of 17.5 hours per week are eligible to apply for long-term disability insurance when hired and during the annual enrollment period. Long-term disability benefits begin on the later of 90 calendar days after the onset of your disabling injury or illness or the date your short-term disability ends.

Flexible Spending Account

A Health Flexible Spending Account (FSA) allows you to set aside tax-free dollars into an account for out-of-pocket qualified medical expenses "incurred" during the plan year. The term "incurred" means that the service must be performed during the plan year. Eligible expenses may be incurred by you, your spouse or your eligible dependent child(ren).

Examples of eligible expenses include deductibles, copays, prescription drugs, and orthodontia. Expenses must be for "medical care" and be for the diagnosis, care, mitigation, treatment, or prevention of disease.

Employees may annually roll over an amount set yearly by the IRS of unspent funds to be utilized for the next plan year. All other funds must be spent within the plan year, or they are lost to the employee. There is a 60-day grace period after the plan year ends (on August 31st) to submit claims for expenses incurred



during the year.

Reimbursement Accounts

Dependent Care FSA allows you to save taxes on up to \$5,000 in “qualified” day care expenses every year. Dependent Care FSAs reimburse only up to the account balance on the date your claim is received.

Under Code Section 21(b)(1) “qualifying individual” means a dependent of the taxpayer as defined in Code Section 152(a)(1) (i.e., a qualifying child) who has not attained age 13; a dependent of the taxpayer who is physically or mentally incapable of caring for himself or herself and has the same principal abode as the taxpayer for more than half of the year.

All funds must be spent within the plan year, or they are lost to the employee. There is a 60-day grace period after the plan year ends (on August 31st) to submit claims for expenses incurred during the year.

Health Saving Accounts

Employees who select a high-deductible health care plan may contribute to an HSA up to either individual or family contribution maximums. These accounts roll over from year to year and may be utilized by employees beyond district employment.

Killeen ISD 403(B) Plan

The 403(b) Plan is a voluntary savings plan where your payroll deduction contributions and earnings grow tax deferred. KISD does not endorse or recommend any particular agent, company, broker or investment fund. Contribution amounts are not taxable income to the employees until the amounts are withdrawn by or distributed to them.

ADVANTAGES OF 403(b) PLANS:

Contributions through salary reduction agreements are made on a tax-deferred basis. These amounts are not subject to federal income taxation until distributed. Any interest earnings and/or gains are also tax deferred. Saving for future needs is easier when your contribution is made directly from your paycheck.

This is income in addition to your TRS retirement plan income. The 403(B) Plan is Administered by TCG Region 10 RAMS. To obtain information on 403(b) accounts you can contact them 1-800-943-9179 or <https://region10rams.org>



Killeen ISD 457(B) Plan

The 457(b) / 457 Employee Savings Plan is an effective and flexible method of saving and is available to help you meet your personal retirement planning objectives.

ADVANTAGES OF 457 PLANS:

Contributions through salary reduction agreements are made on a tax-deferred basis. These amounts are not subject to federal income taxation until distributed. Any interest earnings and/or gains are also tax deferred. Saving for future needs is easier when your contribution is made directly from your paycheck.

This is income in addition to your TRS retirement plan income. The 457(b) plan is provided through TGC Region 10 RAMS. To set up or make changes to these accounts, you can contact 1-800-943-9179 or <https://region10rams.org>.

Workers' Compensation Insurance

[Policy CRE](#), [DEC](#)

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards (TASB) effective each year beginning September 1st. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries **must be reported immediately** to an employee's supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Workers' Compensation Benefits section below for information on the use of paid leave for such absences.

Supervisors must notify the [Risk Management Office](#) and complete a DWC-1 - Employer's First Report of Injury or Illness. For emergencies, employees may go to the nearest emergency room. Otherwise, if medical attention is required, the employee must choose a medical facility or treating doctor that is contracted through the Political Subdivision Workers' Compensation Alliance (the Alliance). The Risk Management Office will provide assistance with any questions employees have about treatment facilities or the Alliance. The medical provider will call the Risk Management Office before treatment to verify that the injury/illness is job-related. Therefore, it is imperative that the supervisor notify the Risk Management office in a timely manner. The doctor's bill and medical expenses will be paid for verifiable job-related injuries. Additionally, indemnity compensation will be paid after the employee has been off work for seven (7) calendar days.

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

- Inform your supervisor of the injury as soon as possible
- Seek treatment through an Alliance-contracted medical facility
- Provide your supervisor a copy of the Work Status Report and/or doctor's note for review prior to



returning to work

- Follow the doctor's instructions
- Keep supervisor informed of status of the injury

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

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

If a temporary impairment becomes a qualifying disability under the Americans with Disabilities Act (ADA), and the employee needs accommodations to perform the essential functions of their job, then Human Resources will coordinate an ADA Interactive Meeting with the employee and supervisor to discuss whether the requested accommodations are reasonable and may be granted.

Employees who have questions concerning their rights or responsibilities under Workers' Compensation should contact the [Risk Management Office](#) at **(254) 336-0068**.

The Division of Workers' Compensation (DWC) has also established a 24-hour toll-free hotline for reporting unsafe conditions in the workplace. The district is prohibited by law from suspending, terminating, or discriminating against any employee who, in good faith, reports an occupational health or safety violation. For additional information, contact the Texas Department of Insurance, Division of Workers' Compensation Workplace Safety at **(800) 452-9595**.

Unemployment Compensation Insurance

[Policy CRF](#)

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Unemployment compensation usually does not apply when an employee voluntarily resigns or is terminated for misconduct. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions should contact the [Risk Management Office](#) at **(254) 336-0068**.



Teacher Retirement

[Policy CFEA, DH](#)

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

A person is not eligible to receive a service retirement annuity from the TRS if the person is convicted of a qualifying felony and the victim is a student. "Qualifying felony" means an offense that is punishable as a felony under the following sections of the Penal Code: 1) Section 21.02 (continuous sexual abuse of young child or children); 2) Section 21.12 (improper relationship between educator and student); or 3) Section 22.011 (sexual assault) or Section 22.021 (aggravated sexual assault). The term includes any federal offense that contains elements that are substantially similar to the elements of a felony offense described above.

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

Employee Assistance & Wellness Programs

The district's Employee Assistance Program (EAP) offers confidential, short-term counseling from Licensed Professional Counselors for a full range of personal issues provided as a free benefit by the KISD Employee Wellness Plan. All full-time employees and members of their household may receive up to six free EAP counseling sessions per person, per situation, per year. The EAP is able to assist with situations such as those listed below, as well as for achieving a healthy work/life balance across the life span. Referrals to legal and financial resources are also available. In a crisis, emergency help is available 24 hours per day on all 7 days of the week. For more information call 1-800-316-2796 or go to www.mutualofomaha.com/eap

Contact information for services to address the following can be obtained by visiting the district's [Employee Benefits webpage](#), or calling the Benefits Department at **(254) 336-0165**:

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



COBRA

Terminated employees and their dependents may be eligible to continue their health coverage at their own expense, for a limited time, subject to certain qualifying conditions under Public Law 99- 272, Title X, Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA continuation coverage is offered through a third-party administrator. Employees should contact the Employee Benefits Office at BenefitsHR@killeenisd.org, or **(254) 336-0165** to obtain COBRA administration contact information.

COBRA also requires employers who have group health plans to offer employees and their dependents the opportunity for a temporary extension of health coverage at group rates when the coverage would normally end.

Employees may choose continuation coverage if the covered employee loses coverage for any of the following reasons, which are called “qualifying events”:

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

Employees should notify the Benefits office at BenefitsHR@Killeenisd.org, or **(254) 336-0165**, about any qualifying events. Documentation may be required for verification.

Transfers for Children of KISD Employees

Campus transfers are allowable on a space-available basis, provided the child is in good standing with attendance and discipline, per the established transfer rubric. District employees must work at least thirty (30) hours per week during the school year. Parents who work in temporary capacities, such as substitute teachers or temporary clerical personnel, are not considered employees for the purposes of this regulation.

District-Reimbursed Teaching Certifications

Current district teachers may take appropriate certification examinations, and, if successful, have the new teaching area added to their certificates. The costs of the examinations and adding the teaching area to the certificate may be reimbursed by the district if the teacher is reassigned to teach in the new area and agrees to remain there for a minimum of two (2) years.

Currently, the teaching areas which are included in this program are secondary mathematics, self-contained special education, elementary music, English as a Second Language (ESL) and bilingual education. This program is for current teachers who hold a Texas Provisional or Standard teaching certificate and have a minimum of one year of teaching experience with the district.



Free Admission to Athletic Events

Employees may attend home athletic events free, when they present their KISD ID card to the ticket seller at the time of entry. Tickets are not issued ahead of time for the event. The free ticket is for the employee ONLY and is available to all athletic events including general admission at varsity football games. At Buckley & Searles Stadium, employees will receive their general admission ticket at the Golden Age gate, NOT at the ticket booth. If the employee would like to sit in the reserved seating section at a varsity football game at Buckley or Searles Stadium, they will have to pay full price online, at the ticket booth or in the Treasury Department for those seats.

Leaves and Absences

[Policies DEC](#), [DECA](#), [DECB](#)

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should email Human Resources at: LeavesHR@killeenisd.org, or call **(254) 336-0045**, for information about applicable leave benefits and requirements for entering leave time, communicating with the district, and continuation of benefits.

Employees must follow district and department or campus procedures to report or request any leave of absence, as well as complete the appropriate application, including certification by a health care provider or other entity upon request.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a “no call/no show”. An employee who is absent for **3 consecutive days** without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Employees may request a change in the type of leave requested by emailing the [Payroll Department](#) through their department head/timekeeper within ninety (90) calendar days of taking leave. Paid leave must be used in half-day increments by exempt staff. However, if an employee is taking intermittent family and medical leave, this leave may be depleted in less than half-day increments.

Immediate Family. Immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
- Parent, stepparent, parent-in-law, or another individual who stands in loco parentis to the employee
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee’s household at the time of illness or death

The definition of family is limited to spouse, parent, son, or daughter, and next of kin. The definition of these is found in [Policy DECA \(LEGAL\)](#).



Medical Certification. Any employee who is absent more than three (3) consecutive workdays because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness, the employee's fitness to return to work if requested either before or after returning. Employees may email: LeavesHR@killeenisd.org, or call **(254) 336-0045**, to apply for extended leave.

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

Continuation of Health Insurance. Employees on an approved leave of absence other than FML, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under FMLA will be paid by the district as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave. Upon separation of employment, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 48 hours in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school



year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half-day increments for exempt staff, except when coordinated with family and medical leave (FML) taken on an intermittent or reduced-schedule basis, or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family, as defined in [policy DEC \(Local\)](#)
- Active military service

Local Leave

The district provides employees with five (5) days of local sick leave annually. Local sick leave may be used in the same manner as state sick leave. Local leave accumulates indefinitely.

Vacation

Classified ("hourly non-exempt") staff who have a 256 -day work calendar earns ten (10) paid vacation days each school year. Vacation days are not cumulative; however, unused days on June 30th can be used through the summer.

Supervisors must monitor employees' vacation leave balances to ensure ten (10) days or less remaining on August 31st. Classified personnel's vacation balance in excess of ten (10) days on August 31st will be paid at the previous school year's standard hourly rate. An exception to this pertains to employees who are off from work due to workers' compensation and do not have an opportunity to use the accrued days before the end of the work year. These employees will be granted an automatic extension of one year to carry forward the unused balance and combine it with any earned vacation days in the following work year.

Classified personnel whose employment with the district is terminated during the work year, and who accrued vacation days, will receive in their last check each of those categories of accrued days at their daily rate. Unearned vacation days are not compensated for if an employee resigns or is terminated from the district. Please refer to [Administrative Procedure VI-WW](#).



Flex Days

Eligible employees on a 222 -day work calendar receive a varying number of non-duty (flex) days during applicable years. These days are taken at the individual employee's discretion, subject to supervisory approval.

Flex days must be used in the year that they are earned, i.e., they are not cumulative and unused days will not be carried forward into the following year. They are not paid out if an employee resigns or is terminated.

Leave of Absence

A leave of absence may be granted without pay for illness of a personal nature beyond all available leave, or for advanced study, in the following manner:

- Short-term – Less than one year (may be approved by the Superintendent)
- Long-term – One year or more (must be for educational purposes only and approved by the Board of Trustees)

Excessive Absences

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

Sick Leave Pool

An employee may request that a sick leave pool be established from voluntary donations by district staff. The employee must be suffering from a personal illness or disability, or an illness or disability in their immediate family.

Employees eligible to receive donations may apply by emailing: LeavesHR@killeenisd.org, or calling **(254) 336-0045**. If the employee is incapacitated or otherwise unable to initiate the application process, then a person identified in the employee's emergency contact information may submit the application on their behalf. A certification by a health care provider must also be submitted to HR. For more information, please refer to: [Administrative Procedure VI-HH](#).



Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: The birth, adoption, or foster placement of a child with you, your serious mental or physical health condition that makes you unable to work, to care for your spouse, child or parent with a serious mental or physical health condition, and certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

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

How do I request FMLA leave?

To request FMLA leave you must:

- Email: LeavesHR@killeenisd.org, or call (254) 336-0045
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.



Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with an WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, ***your employer must notify you in writing:***

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year.
- You work for an elementary or public or private secondary school.
- You work for a public agency, such as a local, state, or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30. Employees may apply for FML leave by emailing: LeavesHR@killeenisd.org, or calling **(254) 336-0045**.



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

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

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

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy DECA (LEGAL).

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

District Contact. Employees that require FML or have questions should email: LeavesHR@killeenisd.org, or call **(254) 336-0045**, for details on eligibility, requirements, and limitations. Employees who have questions about benefits while on an extended leave, including health insurance and long/short-term disability insurance, should email: BenefitsHR@Killeenisd.org.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability



leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. Employees must request approval for temporary disability leave. An employee's notification of the need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If leave is not approved and no other leave options are available, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, Human Resources should be notified at least 30 days in advance by emailing: LeavesHR@killeenisd.org. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year. Employees that require temporary disability leave or have questions should email: LeavesHR@killeenisd.org for details on eligibility, requirements, and limitations.

Employees who are on approved temporary disability leave other than family and medical leave, may continue their insurance benefits at their own expense through COBRA continuation of coverage. Health insurance benefits for employees on leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees. Employees who have questions about benefits while on an extended leave should email: BenefitsHR@killeenisd.org.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven (7) calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.



Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to your supervisor.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability.

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

Bereavement (Funeral) Leave

Use of state leave and/or local sick leave for a death in the immediate family shall not exceed ten (10) workdays per occurrence, subject to the approval of the district.

Immediate Family. Other than family and medical leave ("FML"), immediate family is defined as:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

Jury Duty

[Policies DEC, DG](#)

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides.

An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district with a copy of the summons to document the need for leave. An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may



consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

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

Truancy Court Appearances

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

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven (7) days of paid leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources by emailing: LeavesHR@killeenisd.org. In most cases, the length of federal military service cannot exceed five (5) years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should email: BenefitsHR@killeenisd.org for details on eligibility, requirements, and limitations.



Leave for Peace Officers and Licensed Telecommunicators

[Policies DEC](#)

Mental Health Leave. A district peace officer and licensed telecommunicators (e.g., police dispatchers) who experiences a traumatic event in the scope of employment shall be granted a maximum of ten days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee’s pay or leave balance.

Quarantine Leave. A district peace officer shall be granted paid quarantine leave when ordered by the local health authority or the peace officer’s supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee’s pay or leave balance.

Leave for Police Officers for Illness or Injury

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person’s line of duty. If necessary, the leave shall continue for at least one year. If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of the temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave. A “police officer” means a paid employee who is full-time, holds an officer license issued under Chapter 1701, Occupations Code, and regularly serves in a professional law enforcement capacity in the police department of a political subdivision.

Religious Observance

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

Communications Services

District Communications

Throughout the school year, the Communication Services Department publishes newsletters, brochures, flyers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:



- Killeen ISD Website: <https://www.killeenisd.org/>
- Killeen ISD Mobile App: <https://www.killeenisd.org/app>
- Facebook: <https://www.facebook.com/killeen.isd/>
- X: <https://x.com/KilleenISD>
- Instagram: https://instagram.com/killeen_ISD/
- Flickr: <https://www.killeenisd.org/photos>
- District Parent Newsletter: <https://www.killeenisd.org/newsletter>
- Official District Calendar: https://www.killeenisd.org/district_calendar
- District Map: <https://www.killeenisd.org/map>
- Back to School Quick Links: https://www.killeenisd.org/back_to_school_links
- District News Brief: Employee Only, Sent Via Email, Posts Available on [kisdhub.com](https://www.kisdhub.com)
- Board Brief: Employee Only, Sent Via Email

Media Coverage of School Activities

Throughout the year, campuses/departments have various events and activities where media coverage is requested. The Communication Services Department is responsible for coordinating all media coverage for the district. All requests for media must be submitted, in advance, to the Communication Services Department. The Communication Services Department will contact the media outlet to arrange for coverage. This includes athletics at each campus. All signings, announcements, and requests for coverage should come from the Communication Services Department.

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

Media is required to let the district know ahead of time if they will be able to attend the scheduled event. The Communication Services Department will then contact the designated school/department to let them know to expect media presence.

A media packet will be distributed to local newspapers, television and radio stations outlining the procedures for gaining access to district facilities.

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

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

If a media representative contacts a district employee about a school-related issue, the employee is asked to immediately contact their supervisor and the Communication Services Department to share the name of the



person representing the media, the reason for the call, and a contact number. If contacted by a reporter or producer, employees are asked to refer them to the **Communication Services Department at (254) 336-0065**.

Instructions to Request Coverage

The Communication Services Department provides extensive coverage of district events and covers campus events daily. Additionally, outside media coverage is arranged on an event-by-event basis. To request coverage, please send an e-mail to communications@killeenisd.org with these specific details of the event:

- Name of contact
- Phone number and email address of campus contact; and
- Details pertinent to the story, i.e., who is involved, what is happening, when/where the event will take place

Please remember that any student that is being photographed must have a signed media release on file at the campus.

Social Media Guidelines

Killeen ISD manages several social media accounts including individual campus and district pages. In the event of an emergency situation such as a lockdown, weather delay or other crisis situation which could result in a MassComm message, the campus page owner is allowed to post the APPROVED MassComm script to campus or department social media accounts with Principal or Department Head approval. Staff members will NOT share additional information on a district post or comment from their personal accounts regarding an emergency situation, lockdown, weather delay or other crisis situation, as it will be viewed as talking to the media. Speaking to the media is prohibited unless prior approval is given by the Executive Director of Communications & Marketing.

Accountability for social media

In reference to social media accounts created for the purpose of officially representing Killeen ISD campuses, groups, departments, programs, entities, etc., these communication tools have the potential to create a significant impact on organizational and professional reputations.

KISD has developed an Administrative Procedure to properly portray, promote, and protect the organization and to assist KISD entities in creating and managing their social media accounts. This procedure also provides suggestions on how to protect reputations while using social media.

Additionally, for accountability purposes, all social media accounts that represent KISD are required to submit a Social Media Agreement.

- Link to social media Administrative Procedures XI-K: <https://bit.ly/2C9qnQY>
- Link to Social Media Agreement: <https://bit.ly/3itiV66>

Employees shall remember they are always representing the district when posting to social media.



Branding Guide and Approved District Logos

The Killeen Independent School District brand guide is for use by the entire Killeen ISD Community. The brand guide provides a framework that promotes consistency and outlines the standards for use of Killeen ISD logos. This includes the approved KISD official logo, logo modification, identity colors, and typography. We recommend all parties utilizing any element of our brand identity to meet the specifications outlined within this manual to help establish brand consistency.

For the official Branding Guide, employees can go to Staff Resources portion of the KISD Hub or visit: <https://bit.ly/3dqTQXI>.

To download a logo, visit the brand locker (located on page 12 of the official branding guide), and click Download below the logo to download the desired format. Logos are available in .jpg, .png, .ai, and .eps file format.

Email Signature Lines

All staff are required to use the district-branded signature line at the bottom of their emails. An email signature template is available here:

https://brandempowerment.com/schools/wp-content/uploads/2022/04/KilleenISD_EmailSignatures_Apr2022.docx

Only approved KISD official logos may be used in the employee email signature line.

District Communications Services

Karen Rudolph--Executive Director for Communications & Marketing
Karen.Rudolph@killeenisd.org

Complaints and Grievances

[Policy DGBA](#)

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

It is important to note however that a district employee may report a grievance about a supervisor that entails the supervisor's violation of law in the workplace or the supervisor's unlawful harassment of the employee to a supervisor other than the supervisor against whom the employee intends to report the grievance.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is hyperlinked above.



Employee Conduct and Welfare

Standards of Conduct

[Policy DH](#)

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See Reports to the Texas Education Agency in this handbook for additional information.

The Educators' Code of Ethics, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted in the following pages.

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession.



The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

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

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

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



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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment,



neglect, or abuse of a student or minor.

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly, or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student

Discrimination, Harassment, and Retaliation

[Policies DH, DIA](#)

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

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



Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the Superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

District policy DIA, which includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is hyperlinked above.

Harassment of Students

[Policies DH, DHB, FFG, FFH, FFI, and FFH \(Exhibit\)](#)

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or Superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse and Bullying sections in this handbook for additional information.

The district's policies that include definitions, procedures, and appropriate contacts for reporting and investigating harassment of students are hyperlinked above.

Reporting Suspected Child Abuse

[Policies DG, GRA](#)

All employees with **reasonable cause to believe** that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, must report the alleged abuse or neglect to a law enforcement agency, Child Protective Services ("CPS"), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) **within 48 hours of the event that led to the suspicion.**

Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.



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

Reports to Child Protective Services (“CPS”) can be made online at: <https://www.txabusehotline.org/Login/Default.aspx>, or to the Texas Abuse Hotline: **(800) 252-5400**.

State law specifies that an employee *may not delegate to or rely on another person or administrator to make the report*.

Mandatory reports can also be made to any of the following law enforcement agencies:

- Harker Heights Police Department: **(254) 699-7600**
- Killeen Police Department: **(254) 501-8800**
- Nolanville Police Department: **(254) 698-6334**
- Fort Hood Police Department: **(254) 287-4001**

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee’s failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee’s failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators’ Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. Please also refer to [Administrative Procedure II-H](#).

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in the District Improvement Plan. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated.



Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect.

Anyone who has **reasonable cause to believe** that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in Reporting Suspected Child Abuse.

Reporting Crime

[Policy DG](#)

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

Scope and Sequence

[Policy DG](#)

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

[Policy CQ](#)

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance

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



Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact **Technology Services at: (254) 336-0231**.

Personal Use of Electronic Communications

[Policy CQ, DH](#)

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency, or the use is authorized by a supervisor to conduct district business
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns



- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See [Policy FL](#)]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See [DH \(EXHIBIT\)](#)]
 - Confidentiality of district records, including educator evaluations and private email addresses [See [Policy GBA](#)]
 - Copyright law [See [Policy CY](#)]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system [See [DH \(EXHIBIT\)](#)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

[Policy DH](#)

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below and within the Technology Responsible Use Procedures in Appendix I of this handbook. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgment by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student

The following definitions apply for the use of electronic media with students:

- **Electronic communications** mean any communication facilitated using any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or



pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website

- **Communicate** means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Communications, above. Unsolicited contact from a student through electronic means is not a communication
- **Certified or licensed employee** means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below
- The employees may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility
- An employee who communicates with a student using text messaging shall comply with the following protocol:
 - Employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message; **OR**
 - Employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; **OR**
 - Employee shall send a copy of the text message to the employee’s district e-mail address for each text message addressed to one or more students
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity)
- The employee is prohibited from knowingly communicating with students through a personal social network page. The employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to



access the employee's professional page

- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 5 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time
- The employee does not have a right to privacy with respect to communications with students and parents
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records (see [Policies CPC](#) and [FL](#))
 - Copyright law (see [Policy CY](#))
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student (see [Policy DH](#))
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy
- An employee shall notify her or his supervisor in writing within **one business day** if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of electronic communication

Public Information on Private Devices

[Policy DH](#)

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will make reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:



- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

[Policy DBAA](#)

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

Employee Arrests and Convictions

[Policy DH](#)

An employee must notify his or her principal or immediate supervisor ***within three (3) calendar days*** of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code

Reports should be made to the employee's campus principal or department director. The principal or director



will in turn notify the Assistant Superintendent of Human Resources or Director for Auxiliary Human Resources.

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

Certified Employees. The superintendent and directors are required to report the misconduct of criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Employee Investigations

Investigations of district employees, both professional and auxiliary, are conducted to identify the guilty and clear the innocent through a fair, transparent, and consistent process. The ultimate goal of an investigation is to protect students, employees, and the district from wrongdoing.



There are many different types of complaints or allegations that may lead to investigations. A campus principal or department supervisor may find it necessary to investigate a number of matters, including routine grievances, misuse of district property, and complaints of workplace conflicts. Reports of misconduct should be made as soon as possible when an employee becomes aware of the alleged act or conduct.

When a report, allegation, or complaint is received, a principal or supervisor must quickly determine what happened in general, who is involved, why did it happen, and whether it can be resolved. Attention to these details at the onset will enable accurate decision-making in determining the appropriate person to investigate. Principals and department supervisors are reminded of the assistance that may be provided by district leadership, including Executive Directors for Elementary or Secondary Schools, Title IX Coordinators, the Director for Investigations and School Safety, and the School Attorney.

Under the Texas Education Code, certain misconduct must be reported to the State Board for Educator Certification (SBEC). Section 21.006 requires the Superintendent to file a report with SBEC if an educator was terminated or resigned and there is evidence that the educator:

1. Sexually or physically abused a student or minor or engaged in any other illegal conduct with a student or minor;
2. Possessed, transferred, sold, or distributed a controlled substance, as defined by Health and Safety Code Chapter 481 or by 21 U.S.C. 801 et seq.;
3. Illegally transferred, appropriated, or expended school property or funds;
4. Attempted by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such certificate or permit or to receive additional compensation associated with a position;
5. Committed a crime, any part of such crime having occurred on school property or at a school-sponsored event; or
6. Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

All allegations of misconduct that fall under one of these categories will be investigated by the Investigations and School Safety office. Additionally, all employee misconduct that will result in personnel action of a reprimand being placed in an employee's personnel file, or greater personnel action must be reviewed by the Assistant Superintendent for Human Resources or the Director for Auxiliary Human Resources.

A campus principal or department supervisor may also request other matters be investigated by the Investigations and School Safety office. The Director for Investigations and School Safety will consider these requests on a case-by-case basis.

If appropriate, the district may take interim action during the course of the investigation. Interim action may include placing the employee of the alleged misconduct on administrative leave upon the Superintendent's approval or temporarily reassigning the employee when appropriate.



Alcohol and Drug-Abuse Prevention

[Policy DH](#)

Killeen ISD is committed to maintaining an alcohol-free and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy DH regarding employee drug use is hyperlinked above.

Tobacco Products and E-Cigarette Use

[Policies DH, FNCD, GKA](#)

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

Fraud and Financial Impropriety

[Policy CAA](#)

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

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



Restitution

[Policy CB, DBD](#)

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

Conflict of Interest

[Policy CB, DBD](#)

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

[Policy DBD](#)

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process. More detailed information can be found in the district's Purchasing Manual and [Administrative Procedures III-F](#).

Copyrighted Materials

[Policy CY](#)

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



Associations and Political Activities

[Policy DGA](#)

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions Policy

[Policy DG](#)

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

Safety and Security

[Policy CK series](#)

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies section in this handbook for additional information.

Employees must follow established protocols and response to emergencies for each campus and department.

All classroom doors are required to be shut and locked while students are present. No exceptions. Staff shall ensure that they monitor the door when anyone exits to ensure compliance. Staff shall also check as to who is requesting entry prior to opening. Propping campus exit doors to stay continuously open is strictly prohibited. All employees shall ensure that all such entrance and exit doors are maintained shut and locked when not being immediately utilized as an exit. If a door is observed unsecured, after ensuring that the door is secured, employees must report the incident to their immediate supervisor. Failure to comply with this directive will lead to disciplinary measures. The incident will be reported to the Investigations and School



Safety Department for investigative purposes by campus administration.

To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Employees with questions or concerns relating to safety programs and issues can call Campus Safety at: **(254) 336-8600**.

Communicable Diseases

[Policy DBB](#)

General Requirements. Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. Bus drivers shall comply with legal requirements applicable to their unique roles.

Possession of Firearms and Weapons

[Policies DH, FNCG, GKA](#)

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should immediately report it to their supervisor and immediately call **KISD's Chief of Police at: (254) 336-2815**.



Visitors in the Workplace

[Policy GKC](#)

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

Asbestos Management Plan

[Policy CKA](#)

As required by the Environmental Protection Agency regulation 40 CFR Part 763.93 and the Texas Asbestos Health Protection Rules (TAHPR) §295.31§295.73, Killeen ISD hereby notifies staff, contractual workers, and parents, guardians, and managing conservators of students that the district has inspected all facilities for the presence of asbestos-containing building material (ACBM).

If an asbestos management plan is required due to the presence of asbestos in a facility, it is available for review in the administrative office of that school.

Original documentation may be viewed at Killeen ISD Administration, Facilities Services, Environmental Division, 110 North W.S Young Drive, Killeen, Texas 76543.

Periodic surveillance is performed by staff personnel, while a 3-year re-inspection of the asbestos-containing material within a particular school is performed by a state licensed asbestos inspector.

Please note that during the course of the year maintenance work or abatement may be needed to repair or remove damaged ACBM. This work will be done by trained asbestos (TDH licensed) personnel. ACBM removal activities or projects will be performed when students, staff and other workers are not on-site, whenever possible.

No work should be performed on or near known or suspected asbestos-containing material (ACM) until the work has been approved by the district Environmental Specialist at (254) 336-0071. All questions regarding the district's asbestos management plan should also be directed to the district's Environmental Specialist.

Pest Control Treatment

[Policies CLB, DI](#)

The district has adopted a comprehensive Integrated Pest Management (IPM) program for the control of pests. This program uses monitoring inspections and the least toxic method as primary control.

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.



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

Employee Dress Code

[Policy DH](#)

An employee's dress and grooming shall be clean, neat, and in a manner appropriate for their assignment. The district dress code is located at Appendix II in this handbook.

Identification Badge

Employees are required to wear their district I.D. badge while in the workplace and to safeguard the badge to preclude unauthorized use. Lost or damaged I.D. badges will be replaced at the employee's expense.

Chemical Communication Policy

[Policy DI](#)

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

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

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

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

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

Facilities Modifications

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

- Constructing walls, partitions, or other office spaces



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

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

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

Personal Electrical Appliances

For reasons of fire code compliance, safety, and energy conservation, the use of personal electrical appliances is prohibited in normal classroom and office situations. The prohibited items include, but are not limited to, the use of space heaters, portable air conditioning units, microwaves, refrigerators, coffee pots, cooking appliances, mug warmers, toasters, toaster ovens, privately owned office machines, lamps, rope lighting, electrical air fresheners, and extension cords.

Break rooms/areas, labs and specific classrooms are designed to accommodate and are equipped with select district provided electrical appliances. Campus leaders will provide guidance on the use of break rooms/areas.



General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website, official social media accounts, as well as make an announcement on KISD-TV Channel 17.

Social Media:

- Facebook, Killeen ISD: <https://www.facebook.com/killeen.isd/>
- X, KISD Sports: <https://x.com/KilleenISD>
- Killeen ISD Webpage: <https://www.killeenisd.org/>

In addition, the following radio and television stations will be notified by school officials:

FM Radio:

Kiss 103.1
The Z 92.3
US 105
Mix 106
Waco 100
Waco 100
The Fox 107.3
KNCT 91.3

AM Radio:

KTEM 1400

Television Stations:

KWTX Channel 10
KCEN Channel 6
KXXV Channel 25
KWKT Channel 44

Emergencies

[Policies CKC, CKD](#)

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.



Purchasing Procedures

[Policy CH](#)

All requests for purchases must be submitted to the Purchasing Department on an official district purchase order (requisition) form with the appropriate approval. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number or Purchasing approval.

The district will not reimburse employees or assume responsibility for purchases made without prior authorization from the Purchasing Department or board-delegated officials. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing Department for additional information on purchasing procedures or reference the KISD Purchasing Manual for more detailed information.

Procurement Cards

The procurement card program is meant to supplement purchasing mechanisms already in place and is not intended as a replacement or as a means to circumvent purchasing guidelines, requirements, and policies and procedures established by the district. Employees are not permitted to make purchases with the procurement card unless they are provided with prior authorization from the purchasing department or board-delegated officials. Employees are not permitted to purchase any items or services for personal use through the district's procurement card program. See the KISD Purchasing Manual for information on procurement card procedures and you may contact the Purchasing Department for further information.

Facility Use Request (FUR)

[Policies DGA](#), [GKD](#)

All District Employees **must** submit a Facilities Use Request form to get approval to use a district/campus facility for personal/non-district use. Any community or youth programs that are **not** district-sanctioned or organized must have an approved request on file before accessing any district property (i.e., gyms, fields, meeting spaces, etc.). District property cannot be used for profit or financial gains. Contact District and Community Relations for more information.

Requesting Public Information

Killeen Independent School District, as a local governmental entity, is subjected to the requirements of the Texas Public Information Act.

All requests must be submitted in writing and should contain:

- Name
- Address
- Phone number
- Fax number (if applicable) • Description of the information and/or document being requested
- Method in which responsive information, if available, should be sent

A request for public information must be in writing and may be presented in person, mailed, emailed, or faxed. Requests for student education records for students currently enrolled in the district should be directed to the campus principal. To request a student's transcript, please refer to the following link: www.parchment.com.



You may request public information:

By mail:

Killeen Independent School District
Public Information Request
Attn: School Attorney
P.O. Box 967
Killeen, Texas 76540-0967

By email:

PublicInformation@killeenisd.org

By fax:

254-336-0010

In person:

Killeen Independent School District
School Attorney's Office
200 North W. S. Young Drive
Killeen, Texas 76543

For more information about the Texas Public Information Act, please refer to the following link:
<https://www.texasattorneygeneral.gov/og/open-government>.

Teachers Attendance Expectations

The expectation is for teachers to post attendance at the official attendance time; however, a 10-minute grace period will be provided to allow for any unforeseen barriers that may arise.

Termination of Employment

Resignations

[Policy DFE](#)

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation must be submitted to the Human Resources Department at: ResignationsRetirementsProfessionalHR@killeenisd.org using [this form](#) with a copy furnished to the building principal or department director. Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the Superintendent of an educator's resignation **within seven (7) business days** following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education



Agency included in this handbook. The Superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation may be submitted to Auxiliary Human Resources at: ResignationsRetirementsAuxiliaryHR@killeenisd.org using [this form](#) with a copy furnished to the building principal or department directly at least two (2) weeks prior to the effective date. Employees are encouraged to include the reasons for leaving but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination **within seven (7) business days** following an alleged incident of misconduct, or abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven (7) business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

[Policies DF Series](#)

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination **within seven (7) business days** following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency included in this handbook. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are hyperlinked above.

Dismissal of Noncontract Employees

[Policies DCD, DGBA, DP](#)

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance (see *Complaints and Grievances* section in this handbook, as well as district policy DGBA hyperlinked above).



The principal is required to notify the Superintendent of a noncertified employee's resignation or termination **within seven (7) business days** following an alleged incident of misconduct of abuse of a student, alleged incident of misconduct of involvement in a romantic relationship with a student, or allegations that the employee solicited or engaged in sexual conduct with a student or minor. The Superintendent must notify TEA **within seven (7) business days** of receiving a report from a principal or knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

[Policy DF](#)

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began, or the person satisfied all terms of the court order entered on conviction, the requirement to discharge does not apply.

Job Abandonment

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

Exit Interviews and Procedures

[Policies DC and CY](#)

Separating employees are asked to complete [this exit report](#) and the exit survey https://killeenisd.qualtrics.com/jfe/form/SV_3RbFAFC1ACiL6Ae that provides the district with feedback on her or his employment experience, as well as provide the district with a forwarding address and telephone number. All district keys, I.D. badges, swipe cards, technology, books, equipment, and other property, including intellectual property, must be returned upon separation from employment.

Reports to Texas Education Agency

[Policies DF, DHB, DHC](#)

Certified Employees. The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation



- Committing a criminal offense or any part of a criminal offense on district property or at a school sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the district must be reported to the Division of Investigations at TEA by the Superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh (7th) day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Confidentiality and Use of Information Agreement

District employees provide services to and work in conjunction with various employees, parents, and departments throughout the district, as well as with third-party entities. The information stored and utilized by employees may include confidential, personally identifiable information, which is protected by federal and state laws, as well as strict district policies. Therefore, this information must remain confidential, and shall only be used as necessary to accomplish the purpose for which it is needed.

All employees must operate in strict conformance with applicable laws and district policies and regulations governing confidential information. If an employee violates any of these rules, then they may be subject to discipline, up to and including termination.

Student Issues

Equal Educational Opportunities

[Policies FB, FFH, FFH \(Exhibit\)](#)

In an effort to promote nondiscrimination and as required by law, Killeen ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities,



and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the following district administrators:

Title IX Coordinator

Name: Rhea Bell
Position: Administrative Services Coordinator
Address: 902 N. 10th St.
Killeen, TX 76542
Email: Rhea.bell@killeenisd.org
Telephone: (254) 336-2822

ADA/Section 504 Coordinators

Name: Michelle Oswalt
Position: Section 504/At-Risk/Dyslexia Program Specialist
Address: 902 North 10th Street
Killeen, TX 76543
Email: Michelle.Oswalt@killeenisd.org
Telephone: (254) 336-0374

Name: Bryan Charlton
Position: Section 504/At-Risk/Dyslexia Program Specialist
Address: 902 North 10th Street
Killeen, TX 76543
Email: Bryan.Charlton@killeenisd.org
Telephone: (254) 336-0207

Title II Coordinator

Name: Angenet Wilkerson
Position: Director for District and Community Relations
Address: 200 North W.S. Young Drive
Killeen, TX 76543
Anget.Wilkerson@killeenisd.org
Email:
Telephone: (254) 336-2793



Student Records

[Policy FL](#)

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- **Parents:** Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- **The student:** The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- **School officials:** With legitimate educational interests

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

Parent and Student Complaints

[Policy FNG](#)

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

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

Administering Medication to Students

[Policy FFAC](#)

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parents and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.



Dietary Supplements

[Policies DH, FFAC](#)

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

[Policy FFAC](#)

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

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

[Policies in the FN series and FO series](#)

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

Student Attendance

[Policy FEB](#)

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures **require minor students to have parental consent before they are allowed to leave**

campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. If the student is 18 or older, or is an emancipated minor, then the student may sign the note. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.



Bullying

[Policy FFI](#)

Bullying is defined by §TEC 37.0832.

All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. District policy FFI includes definitions and procedures for reporting and investigating bullying of students and is hyperlinked above.

Hazing

[Policy FNCC](#)

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.



Employee Handbook Receipt

Name: _____

Campus/Department: _____

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

Employees have the option of receiving the handbook in electronic format or hard copy.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact [Human Resources](#) at: **(254) 336-0049** to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or [Human Resources](#) at: **(254) 336-0049** if I have questions or concerns or need further explanation.

Signature

Date

*Please sign and date this receipt, and then forward it to Human Resources. You are **NOT** required to submit this paper receipt if you **already** agreed through **electronic signature** to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document. Human Resources notifies supervisors annually about the updated handbook and provides instructions on how to sign electronically.*



APPENDIX I

Responsible Use of Technology Resources

Personal Responsibility

The Killeen Independent School District is pleased to offer access to a variety of technological resources. We believe that our users will participate in engaging work using the variety of rich, digital resources available today, as well as those emerging technologies to come. Access carries with it responsibilities for all users. Technology and technology access is changing rapidly.

Misuse will not be tolerated. Misuse means any violation of this procedure or any other use that is not included but has the effect of harming another person, his or her personal property or District resources.

Statement of Procedure

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

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

Definitions

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

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

Harassment. As defined by Board Policies DIA and FFH, the term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an



individual's race, color, sex, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Plagiarism. Taking the ideas or writings of others and presenting them as if they were yours.

Spamming. The abuse of the district email system to send unsolicited bulk messages indiscriminately. Spamming is prohibited.

Code of Conduct

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

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

Responsible Usage

The following additional responsibilities pertain to all Killeen ISD users:

- Users are responsible for not sharing their account (or any other user's account) access with others.
- Users must comply with the district's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and district records, and campaign laws.

Users must maintain the confidentiality of health or personnel information concerning district staff and students unless disclosure serves lawful professional purposes or is required by law.

- Users must respect all copyright and cite all sources properly.
- Users must comply with Federal copyright laws and Fair Use Guidelines for Multimedia in Education.
- Instructional staff should:
 - Instruct students in the proper use of technologies, including, but not limited to, use of Technology Resources and digital citizenship.
 - Preview websites before introducing them to the class. Teachers should not engage in first-time viewing of a site with students present.
 - Closely supervise students at all times during an instructional period to prevent their access to unauthorized sites or activities.
 - Ensure that a current parental permission slip is on file at the campus before photographing, videotaping, or recording a student, and before displaying a student's work on the internet, Cable Channel, or printed matter (permission slips must be renewed each school year).



- Permission slips are not necessary when distant shots are taken of groups of students; however, these images should be such that students are not individually identifiable.
- Students' names, phone numbers, social security numbers, home addresses, or parents' names will not be used in conjunction with personal images or student work.

Inappropriate and Prohibited Usage

- Commercial Use. Using district technology resources, including but not limited to hardware, software, and network connections for personal or private gain; personal business; or for commercial advantage.
- Political Use. Killeen ISD is a governmental entity and using district technology resources for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using technology resources to assist, or to advocate for or against, a ballot proposition or a political candidate. Only those staff authorized by the Superintendent may express the district's position on pending legislation or other policy matters.
- Illegal Use. Illegal activities are any violations of federal, state, or local laws.
- Indecent Use. Indecent activities include violations of generally accepted social standards for the use of publicly owned and operated equipment. Users are prohibited from intentionally accessing pornographic websites; viewing pornographic material; or distributing pornographic, coarse, or vulgar material to others. For the protection of the user, any inappropriate information accidentally accessed should be immediately reported to a principal or technology administrator.
- Vandalism. This is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system(s), or any of the agencies or other networks that are connected to the internet.
- Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of district policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws.
- Damaging technology resources including knowingly or intentionally introducing a virus to a device or network, disfiguring, or altering equipment, or displaying lack of reasonable care in its use.
- Disabling or attempting to disable any internet filtering measures or encrypting communications to avoid security review. Accessing sites not authorized under the district's filtering policies (e.g., via VPN or unauthorized proxy). Requests to disable a filtering device should be made to district technology administrators.
- Using any account or login credentials other than your own.
- Sharing your account or login credentials or those of any other users.
- Sharing personally identifiable information without proper authorization. Information about other people that is protected by privacy laws, including address, telephone number, school address, work address, photographs, etc., should not be transmitted electronically to a non-KISD system without the approval and guidance of Technology Services.
- Forgery. Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.



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

Consequences for Inappropriate Use

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

Reporting Violations

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

Monitored Use and Filtering

Electronic mail transmissions and other uses of electronic communications shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes. Each district computer with internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.



Internet Safety

Killeen ISD controls students' access to inappropriate materials, as well as materials that are harmful to minors. KISD also makes every effort to ensure student safety and security when using district electronic communications including a) preventing unauthorized access, hacking, and other unlawful activities; b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and c) educating students about cyberbullying awareness and response, as well as appropriate online behavior.

Education

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

Word of Caution

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

Disclaimer

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

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



APPENDIX II

Employee Standards of Conduct - Dress Code

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

The CROWN Act, which stands for Creating a Respectful and Open World for Natural Hair prohibits an employer from adopting or enforcing a dress or grooming policy that discriminates against a hair texture or protective hairstyle commonly or historically associated with race. The dress and grooming of district employees shall be neat, clean, and in a manner appropriate for their assignments, and in accordance with the following standards:

1. All outer garments shall fit properly.
 - a. Clothing shall be within one size up or down of appropriate size.
 - b. Dresses and skirts, including the slits, shall be no more than 2" above the knee. Shorts, skorts, and culottes shall not be worn.
 - c. Pant Length: Capri pants must be at least two inches below the bottom of the knee.
 - d. Halter tops, tank tops, undershirts, T-shirts, midriff blouses, see-through mesh or net-like materials are unacceptable.
2. Tight-fitting or revealing garments that may appear to be an undergarment, such as spandex, shall not be worn as an exterior garment.
3. Warm-ups or sweat suits are unacceptable, except when worn as part of coaching duties.
4. Shoes shall have soles and be appropriate for the job responsibilities. 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 if the following conditions are met:
 - a. Athletic shoes shall be worn as they are designed to be worn.
 - b. Athletic shoes shall be tied, zipped, or closed as they are designed to be worn.
 - c. Athletic shoes that are worn out or dirty are unacceptable.
6. Clothing with symbols, phrases, or slogans advertising tobacco, alcohol products or any controlled substances are unacceptable, as well as garments displaying sexual innuendos.
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.
10. Male staff members may wear neatly trimmed mustaches or beards.
11. Hair shall be clean and kept in a neat, professional style.-
12. Visibly inappropriate (as reflected in item #6) tattoos are unacceptable.
13. Frayed, worn, or tattered clothing is unacceptable.
14. All district employees shall wear and appropriately display name badges.
15. 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.



16. During an extraordinary event, such as an epidemic/pandemic, staff may be allowed to wear unique attire out of an abundance of caution in relation to health and safety, as approved by each campus/department supervisor in relation to each unique job role (e.g., scrubs, gloves, masks/face shields, etc.). No attire will be approved if it interferes with health, safety, and/or well-being of students or coworkers, or interferes with effective delivery of instruction.
17. The student dress policy should not be more restrictive than the expectations for staff.

This Employee Dress Code describes minimal expectations. Campus administration may set higher expectations with the involvement of the Campus Employee Advocacy Committee.

Additional expectations 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 courses 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 may wear clothing or footwear appropriate for the activity with the 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.



APPENDIX III

Confidentiality and Use of Information

Killeen ISD staff provides services to and works in conjunction with various employees, parents and departments throughout the district, as well as with third party entities. The information stored in and utilized by the KISD employees may include confidential and proprietary Personally Identifiable Information.

I acknowledge that student and employee confidential information is protected by Federal and State laws and district policies, and that the intent of these laws, regulations, standards and policies is to ensure that confidential information will remain confidential and shall only be used as necessary to accomplish the purpose for which it is needed.

As an employee of KISD, I acknowledge that I may have access to confidential information. I understand and agree to conduct myself in strict conformance with applicable laws, standards, regulations, and district policies governing such confidential information. Further I acknowledge and agree that in the event I violate any of these rules, I may be subject to discipline, which might include, but is not limited to, termination of employment. In addition, I understand that my violation of these rules may lead to civil and criminal penalties under HIPAA and potentially other legal action.

Further, I agree as follows:

- I will only use confidential information/data as needed/necessary to perform my duties as an employee affiliated with KISD.
- I will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information/data except as properly authorized within the scope of my professional activities affiliated with KISD.
- I will not misuse confidential information/data or be careless with it.
- I will safeguard and will not disclose my computer password or any other authorization that allows me to access confidential information/data. KISD reserves the right to monitor access to the network, including my account, if deemed appropriate.
- I accept responsibility for all activities undertaken using my assigned access code and/or any other authorizations.
- I will report activities by any individual or entity that I suspect may compromise the confidentiality of information.
- I understand that my obligations under this Agreement will continue after my employment with KISD terminates.
- I understand that any of my access privileges to confidential information/data are subject to periodic review, revision, and, if necessary, modification and/or termination.
- I understand that I have no right or ownership interest in any confidential information/data.
- KISD may at any time revoke my access code, or any other authorization that allows me to access confidential information/data.
- I will be responsible for my misuse or wrongful disclosure of confidential information and for my failure to safeguard confidential information/data or my password or any other authorization that allows someone to access confidential information/data.



- KISD may take disciplinary action against me up to and including termination from KISD in the event I violate this Confidentiality Agreement. In addition, KISD may initiate legal action, including but not limited to civil litigation or criminal prosecution.
- I understand KISD reserves the right to monitor and record all network and application activity including e-mail, and therefore users should have no expectations of privacy in the use of these resources.
- I will immediately report to my appropriate Cross Divisional level supervisor in the event I am able to access information that I believe should be restricted and not accessible by me and shall not pursue access to such information.
- I will not add, change, or delete information without proper authorization, nor will I view or use information that I can access for personal reasons or curiosity.