



KILGORE
Independent School District

“Making a difference, whatever it takes”

Jody D. Clements, Superintendent

EMPLOYEE HANDBOOK
2011-2012

TABLE OF CONTENTS

INTRODUCTION	5
DESCRIPTION OF THE DISTRICT	6
MISSION STATEMENT	6
BOARD OF TRUSTEES	6
BOARD MEETING SCHEDULE	7
ADMINISTRATION	7
HELPFUL CONTACTS	7
EMPLOYMENT	8
EQUAL EMPLOYMENT OPPORTUNITY	8
JOB VACANCY ANNOUNCEMENTS	8
CONTRACT AND NON-CONTRACT EMPLOYMENT	8
CRIMINAL HISTORY BACKGROUND CHECKS	9
EMPLOYEE ARRESTS AND CONVICTIONS	9
SEARCHES, ALCOHOL AND DRUG TESTING.....	10
HEALTH SAFETY TRAINING	10
REASSIGNMENTS AND TRANSFERS.....	10
WORKLOAD AND WORK SCHEDULES.....	11
NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS	12
PERFORMANCE EVALUATION.....	12
EMPLOYEE INVOLVEMENT.....	12
STAFF DEVELOPMENT.....	13
COMPENSATION AND BENEFITS.....	13
SALARIES, WAGES, AND STIPENDS	13
PAYCHECKS	13
AUTOMATIC PAYROLL DEPOSIT	14
PAYROLL DEDUCTIONS.....	14
OVERTIME COMPENSATION	14
SUPPLEMENTAL INSURANCE BENEFITS.....	15
HEALTH INSURANCE.....	15
CAFETERIA PLAN BENEFITS (SECTION 125).....	16
WORKERS' COMPENSATION INSURANCE	16
UNEMPLOYMENT COMPENSATION INSURANCE.....	16
TRAVEL AND EXPENSE REIMBURSEMENT	16
APPROVAL FOR TRAVEL	16
TRAVEL OBJECTIVES	17
KISD TRAVEL SUPPORT	17
GUIDELINES FOR PAYING FOR TRAVEL.....	17
TRAVEL CARDS	17
HOTEL/MOTEL EXPENSES.....	18
ADVANCES	18
DISTRICT VEHICLES.....	18
TRAVEL EXPENSE REPORT.....	18
TRAVEL WITH STUDENTS.....	19
LEAVES AND ABSENCES.....	19
STATE PERSONAL LEAVE	20
STATE SICK LEAVE (DAYS ACCRUED BEFORE MAY 30, 1995)	21
LOCAL LEAVE	21
USE AND RECORDING	22

ABSENCE FROM DUTY REQUESTS	22
ATTENDANCE-EXCESSIVE ABSENTEEISM	22
TEMPORARY DISABILITY	23
FAMILY AND MEDICAL LEAVE	23
WORKERS' COMPENSATION LEAVE.....	24
PAID LEAVE OFFSET	24
ASSAULT LEAVE.....	24
JURY DUTY	24
OTHER COURT APPEARANCES	24
MILITARY LEAVE	24
COMPLAINTS AND GRIEVANCES.....	25
EMPLOYEE STANDARDS OF CONDUCT	25
STANDARDS OF CONDUCT	25
ADDITIONAL DRESS AND GROOMING STANDARDS (REVISED JUNE 14, 2011)	26
CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS.....	26
HARASSMENT	28
SEXUAL HARASSMENT	28
DRUG-ABUSE PREVENTION	29
TOBACCO USE	30
DIETARY SUPPLEMENTS	30
REPORTING SUSPECTED CHILD ABUSE	30
ASSOCIATIONS AND POLITICAL ACTIVITIES.....	31
SAFETY	31
EMPLOYEE ARRESTS AND CONVICTIONS	31
POSSESSION OF FIREARMS AND WEAPONS.....	32
VISITORS IN THE WORKPLACE	32
COPYRIGHTED MATERIALS.....	32
TECHNOLOGY RESOURCES	32
GIFTS AND FAVORS.....	33
GENERAL PROCEDURES AND INFORMATION.....	33
ASBESTOS MANAGEMENT PLAN	33
PEST CONTROL TREATMENT.....	33
CHECK ACCEPTANCE.....	33
BAD WEATHER CLOSING	34
EMERGENCIES.....	34
PURCHASING PROCEDURES.....	34
NAME AND ADDRESS CHANGES.....	34
PERSONNEL RECORDS.....	35
BUILDING USE	35
TERMINATION OF EMPLOYMENT	35
RESIGNATIONS.....	35
DISMISSAL OR NON-RENEWAL OF CONTRACT EMPLOYEES	36
DISMISSAL OF NON-CONTRACT EMPLOYEES.....	36
EXIT PROCEDURES.....	36
REPORTS TO THE STATE BOARD FOR EDUCATOR CERTIFICATION	36
STUDENT INFORMATION	37
EQUAL EDUCATIONAL OPPORTUNITIES	37
STUDENT RECORDS	37
PARENT AND STUDENT COMPLAINTS.....	37
ADMINISTERING MEDICATION TO STUDENTS	38
DIETARY SUPPLEMENTS	38

PSYCHOTROPIC DRUGS	38
STUDENT CONDUCT AND DISCIPLINE	38
STUDENT ATTENDANCE.....	39
HAZING.....	39
BULLYING.....	39

INTRODUCTION

This handbook will provide information to help with questions and pave the way for a successful year. **Not all district policies and procedures are included.** Those included have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures. 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, or confer with their supervisor. The KISD Board policies are available online at www.kisd.org or a hard copy of the policy manual is located at the Administration Building and is available for employee review during normal working hours.

DESCRIPTION OF THE DISTRICT

Kilgore Independent School District is located about 30 miles east of Tyler, 115 miles east of Dallas, 70 miles west of Shreveport, LA and approximately 190 miles northeast of Houston. Kilgore ISD encompasses 107 square miles in Northwestern Gregg and North Central Rusk County with a student enrollment of approximately 3700. The district is composed of six (6) campuses consisting of Kilgore Heights (Pre-K, K), Chandler (grades 1-3), Kilgore Intermediate (grades 4-5), Maude Laird Middle School (grades 6-8), and Kilgore High School (grades 9-12), Elder Alternative School (all grades).

Mission Statement

Policy AE

Kilgore ISD is a community committed to doing **WHATEVER IT TAKES** in helping all students reach a high level of academic achievement as determined by state and national standards with the ability to creatively think, lead, collaborate, communicate and thrive in our local and a global society. We commit to a comprehensive system of support to assure this outcome. We believe our mission includes the education and preparation of our students for lifelong academic as well as workforce opportunities with an uncompromising commitment to a higher level of excellence.

Board of Trustees

Policies BA Series, BB Series, BD Series, BE Series

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, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current Board members:

- President, Terry George
- Vice President, Janet Marley
- Secretary, Mark Dickey
- Member, Dereck Borders
- Member, Jimmy Kinsey
- Member, Scott Montgomery
- Member, Dale Sistrunk

Trustees usually meet in the Board room located at the Administration Building. In the event that large attendance is anticipated, the Board may meet at an alternate site as posted. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted near the front door 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, a meeting may be held with a two-hour notice.

All meetings are open to the public. Under certain circumstances, Texas law permits the Board to go into a closed session. 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 to consult with attorneys regarding pending litigation.

Board Meeting Schedule

Regular meetings of the Board shall be held on the fourth Monday of each month at 6:00 p.m.. Should it become necessary to change the date or time of a regular meeting, the notice for that meeting shall reflect the changed date or time. All Board meeting notices are posted online at the KISD website.

Administration

Jody Clements.....	Superintendent
Dennis Williams.....	Deputy Superintendent
Revard Pfeffer	Assistant Superintendent of Finance
Mark Lane.....	Executive Director of Technology
Nancy Roberts....	Dir. of Adv. Academics, Testing, G T, Dyslexia & Counselors
Zevely Hatcher.....	Director of Curriculum and Instruction
Joy Swetnam.....	Director of ESL Programs
Norma Zapata.....	Director of Food Services and Child Nutrition
Elizabeth Allen.....	Director of Human Resources
Mike Brown.....	Director of Maintenance
Stacie Whitaker.....	Director of Special Education
Jerome Towns.....	Director of Special Programs
Jody Sanders.....	Transportation Coordinator
Dena Alexander.....	Accounting Program Coordinator

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 Dennis Williams, Deputy Superintendent at 903-988-3900.

School Directory

- Central Administration.....903-988-3900.....301 N. Kilgore Street
- High School.....903-988-3901.....711 N. Longview Street
- Middle School.....903-988-3902.....2500 Shasta Way
- Kilgore Intermediate.....903-988-3903.....2300 Whippoorwill
- Chandler Elementary.903-988-3904.....2500 Chandler Street

- Kilgore Heights Elementary.....903-988-3905.....701 Houston Street
- Elder Coop. Alternative School.....903-984-0021.....Hwy 31
- Food Services.....903-988-3900.....301 N. Kilgore Street
- Maintenance/Transportation.....903-988-3907.....711 N. Longview Street

EMPLOYMENT

Equal Employment Opportunity

Policy DAA, DG

Kilgore ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, 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. Employees with questions or concerns regarding discrimination should contact Dennis Williams, Deputy Superintendent.

Job Vacancy Announcements

Policy DC

Mandatory announcements of job vacancies are posted on the District’s website. A vacancy in an existing position of employment with the District occurs when (1) an employee assigned to that position is reassigned or leaves the District’s employment for any reason and (2) the Superintendent does not eliminate that position or reassign existing District personnel to the position.

Contract and Non-Contract Employment

Policies DC, DCB, DFAC

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board of Educator Certification (SBEC) as well as nurses with probationary, term, or continuing contracts. Non-contract employees are employed on an at-will basis. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts: Registered nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment if they have not been previously employed by the district. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract (HB 558, SB 1394). The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years, with an optional fourth school year.

Term Contracts: After the probationary contract period, Board policy states: Term contracts governed by Chapter 21 of the education code (educator term contracts) shall be provided to:

1. SBEC-certified employees serving full-time as principals, assistant principals, teachers, counselors, diagnosticians, librarians, and the athletic director; and
2. Full time registered nurses

An employee provided an educator term contract prior to 4/12/11 shall continue to be offered such a contract until the employee separates from the specific position held, whether through reassignment, resignation, retirement, non-renewal, or termination.

Paraprofessional and Auxiliary Employees: Persons not employed by written contract are employed on an “at-will” basis with the district. At will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the district.

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 calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any other 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 of 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

Searches, Alcohol and Drug Testing

Policy DHE, DI

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. The district may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on district premises or worksites or used in district business.

Employees Requiring a Commercial Driver's License: Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol 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 when their duties include driving.

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 when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees requiring a CDL who 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 policies and related educational material should contact Jody Sanders, Transportation Coordinator at 903-988-3907.

Health Safety Training

Policy DBA, DBM

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), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Red Ganus, Head Athletic Trainer, by the start of each school year.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent 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. When reassignments are due to enrollment shifts or program changes, the superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned or terminated at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. The form may be obtained from district forms.

Workload and Work Schedules

Policy DL, DK

Professional Employees: Professional and administrative employees are exempt from overtime pay and are employed on a 10, 10 ½, 11, 11 ½, 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 days and end days and scheduled holidays will be distributed each school year.

Planning and Preparation: Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation including parent teacher conferences, evaluating students' homework, and planning. A planning and preparation period may not be less than 45 minutes within the instructional day. During that time, a teacher may not be required to participate in any other activity. *Education Code 21.404*

Duty-Free Lunch: Each classroom teacher or full-time librarian is entitled to at least a 30-minute lunch period free from all duties and responsibilities connected with the instruction and supervision of students. *Education Code 21.405*

Exception: If necessary because of a personnel shortage, extreme economic conditions, or unavoidable or unforeseen circumstances, and in accordance with commissioner rules, the District may require a classroom teacher or librarian to supervise students during lunch no more than one day in any school week. *Education Code 21.405*

In determining whether an exceptional circumstance exists, the District shall use the following guidelines:

1. A personnel shortage exists when, despite reasonable efforts to use non-teaching personnel or the assistance of community volunteers to supervise students during lunch, no other personnel are available.
2. Extreme economic conditions exist when the percentage of a local tax increase, including the cost of implementing duty-free lunch requirements, would place the District in jeopardy of a potential roll-back election.
3. Unavoidable or unforeseen circumstances exist when, because of illness, epidemic, or natural or man-made disaster, the District is unable to find individuals to supervise students during lunch. *19 TAC 153.1001*

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 are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification to Parents Regarding Qualifications

Policy DK, EHBD

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned and taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the ExCET/TEXES exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. The district shall retain a copy of the notice and make information relating to teacher certification available to the public on request. Employees who have questions about their certification status can call Dennis Williams, Deputy Superintendent at 903-988-3900.

Performance Evaluation

Policy DN Series

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. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Employees may present complaints regarding the evaluation appraisal process in accordance with the District's complaint policy for employees. [See DBGA (legal) and (local)]

Employee Involvement

Policy BQA, BQB

At both the campus and district levels, Kilgore ISD offers opportunities for involvement in matters that affect employees. As part of the district's planning and decision-making process, employees may either be asked or elected to serve on district or campus level advisory committees. Plans and detailed

information about the shared decision-making process are available in each campus office or from the policy manual.

Staff Development

Policy DMA

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

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

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policy DEAA, DEA

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked. (See *Overtime Compensation*, page 14-15)

Salary and wage schedules are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. All employees will receive notice of their anticipated annual pay through Employee Access. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be 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. Employees should contact their immediate supervisor for more information concerning their pay.

Paychecks

All employees are paid monthly. During the school year, paychecks are delivered to each campus. Direct deposit notices are available through Employee Access. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed to the employee's current address on file with the Human Resources office if they are not picked up between 9:00 am – 4:00 pm on pay day.

An employee's payroll statement contains detailed information including deductions, withholding information and benefits paid by the district for each employee. Paychecks are distributed on the 26th of each month. If the 26th falls on a Saturday or Sunday, payday will be the preceding Friday. If the 26th falls during a school break, payday will be the last full day school is in session prior to the holiday.

Automatic Payroll Deposit

The district offers employees automatic payroll deposit. Contact the Human Resource office for more information about the automatic payroll deposit service at (903) 988-3900. Direct deposit forms are available on the district web-site at www.kisd.org.

Payroll Deductions

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted. All employees, working on a less-than-12 month basis, excluding substitutes will be paid on an annualized basis.

Other payroll deductions employees may elect to include are: deductions for the employee's share of premiums for health, dental, vision, life, and disability insurance, annuities, savings deposits and loan payments through East Texas Professional Credit Union. Employees also may request payroll deduction for payment of membership dues to professional organizations and United Way Fund. Salary deductions are automatically made for unauthorized or excessive personal leave or sick leave. Employees may request additional voluntary salary deductions or change the amount(s) of those deductions in accordance with administrative procedures. Employees wishing to make changes to their voluntary payroll deductions **must** notify the Human Resource department by the last day of the month. Any notification received after the last day of the month will not be considered until the following month. (This deadline is strictly enforced by our insurance carriers).

As an employee of a public school district you are eligible to participate in section 403(b) of the Internal Revenue code allowing pre-tax savings. Please be advised that the District uses a Third Party Administrator (TPA) to process 403(b) contributions to ensure compliance with all state and federal guidelines. The TPA charges a monthly administrative fee of \$2.00 per employee, which is deducted along with your 403(b) contribution. The district will no longer accept, process transactions or authorize deduction changes without approval from the Third Party Administrator. Teacher Retirement System of Texas rules and regulations still apply.

Overtime Compensation

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance

approval from their supervisor. Compensatory time should be of beneficial nature to the District, not just accumulated at the convenience of the employee.

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 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Sunday and ends at 11:59 Saturday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 22.5 hours of compensatory time in addition to hours required to cover the remaining equivalency time in their current duty year.
- Compensatory time must be used prior to any other type of leave after the paraprofessional has banked enough time to cover their remaining equivalency days in the current duty year. Emergency situations in which compensatory cannot be used must be approved by the superintendent and can result in paraprofessional being paid for their excess time.
- Compensatory time must be used in the duty year that it is earned.
- Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's interest.
- Employee's time will be tracked daily.

Supplemental Insurance Benefits

Policy CRG

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs will be paid by payroll deduction. Employees should contact the Human Resources Department for more information concerning all supplemental insurance. Notification of supplemental insurance changes must be made in the Human Resources Department by the last day of the month for the change to become effective the 1st of the following month.

Health Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee's insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members.
- Employees who are not contributing TRS members who are regularly scheduled to work at least 10 hours per week.

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during annual enrollment each August. All changes made during annual enrollment will become effective September 1. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees under separate cover. Employees should contact the Human Resources Department for more information concerning all supplemental insurance.

Information may be obtained on the district's website at www.kisd.org or by calling the Human Resources Department at 903-988-3900.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts. New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injury on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the school nurse. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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 under the Texas Unemployment Compensation Act. 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 about unemployment benefits should contact the Human Resources Department or the Texas Workforce Commission.

TRAVEL AND EXPENSE REIMBURSEMENT

Policy CFEA, DEE

Approval for Travel

Employees wishing to attend functions on behalf of the District must secure approval from their

immediate supervisor and/or the appropriate Administrator prior to making plans to attend. This applies whether the function involves expenditure of money or is free. This approval must be done using the District's "REQUEST TO ATTEND EDUCATIONAL MEETING" form in Eduphoria Form Space, and must be submitted at least two weeks prior to the event.

Travel Objectives

Travel should serve to improve the instructional programs for students directly or indirectly as it relates to the employee's daily job assignment. Administrators approving such travel are responsible for ensuring that the travel: a) fulfills the stated objective, b) is based upon stated program need, c) quality of requested program, d) reasonableness of number attending and frequency of attendance and e) that as many people gain knowledge from attendance by ensuring that lessons learned are communicated with remainder of staff.

KISD Travel Support

- Only in state travel will be considered for approval without extenuating circumstances
- Substitute workers will be hired as needed. (Two weeks notice helps with scheduling)
- District employees can choose to use their own cars and be reimbursed on a per diem basis, or may reserve and use a District provided vehicle. Reservation of a district vehicle should be done as soon as you know about the event, as vehicles are limited in number. The District will pay mileage for only one vehicle per four people attending a function.
- Plane tickets will only be paid for in extenuating circumstances. Without extenuating circumstances, airplane travel will only be paid up to the standard mileage that would have been allowable to the same destination. All additional expenditure will be borne by the employee, including rental vehicle if applicable.
- The District expects two employees of the same sex attending a meeting to share a room. An employee who chooses not to share a room will be responsible for their own room expense. If employees agree not to share a room, employees can be paid one-half each of the lowest cost room.
- Employees will be reimbursed for meals on a per diem basis. This reimbursement is based on the currently approved per diem schedule and time of departure from and return to District. When a banquet is part of a conference and that banquet exceeds District reimbursement rates, the District will pay for the Conference meal in lieu of the standard amount for that particular meal.

Guidelines for Paying for Travel

At least two weeks prior to traveling, employee should complete "Request to Attend Educational Meeting" form in Eduphoria Form Space. Once approved by all necessary departments, a copy will be given to the business office when travel requires expenditures of any kind. This form should list all anticipated expenditures that are considered reimbursable by the District.

Employees may upon appropriate approval pay for all related expenditures by personal means and request reimbursement upon their return. In such instances the employees should maintain and submit copies of receipts for all expenditures except for meals and mileage expenses which are paid based on approved District Schedules. Employees should secure a tax exempt form prior to travel as the District will not reimburse for state sales taxes.

Travel Cards

Travel cards will only work for selected items, such as hotel expenses and when traveling in a district

owned vehicle, expenses associated with that vehicle. Items such as meals, etc. will not charge to one of these cards. It is important to realize that prior to being given an employee travel card the employee must sign off on a usage statement. This form states that improper usage will result in the District withholding such usage from the employees paycheck if not corrected prior by other means. Business Office personnel will determine which type of procurement card employees need for their particular travel.

Hotel/Motel Expenses

If employees do not wish to pay for expenses using personal means a District travel card may be secured. This card will be good only for hotel expenditures. Employees that wish for the District to pay for hotel/motel expenses should come by the Business Office the day before departure to secure such card. In order to secure such card, the employee must read and sign a travel card usage form prior to the travel. The employee should make all appropriate reservations and forward the reservation number, phone number, hotel name, etc., to the business office using the approved form for such, so the reservation can be confirmed. **Warning: If plans change, verify that reservations have been canceled, failure to do so could result in employees pay being docked.** The travel card and receipt for charges should be returned to the business office immediately upon return from the travel. Detailed receipts are required in all cases. Business office personnel will determine which type of procurement card an employee will need.

Advances

Kilgore Independent School District employees do not receive travel advances for travel not involving students. Advances for per diem meals when travel involves students will be made upon completion of proper paperwork. In such cases employees should make sure that these requests are made at least two weeks in advance to allow sufficient time to generate the requested check. Kilgore Independent School District provides credit cards to employees for hotel expenses when requested. District employees may also use a provided credit card to cover automobile expenses when the employee is using a District owned vehicle. The preferred method for all travel related expenses is for the employee to pay for all expenses by personal means and to be reimbursed by the District upon return. Travel expense reports should be completed upon return to the District at which time the business office will give priority to reimbursing employees for their expenses.

District Vehicles

District vehicles are provided based on District transportation needs, meaning that if we have teams or groups traveling they will be given preference in most cases. Following those mandatory needs, the remaining vehicles will be distributed on a first come, first served basis, so it is very important for employees to make reservations as soon as possible. When requesting a District vehicle, in addition to calling the transportation department to reserve the vehicle please note such on the "Request to Attend Educational Meeting" form in Eduphoria Form Space. When it is noted that an employee is using a District vehicle, a special travel card will be given the employee that will allow for the charging of fuel and emergency vehicle repairs. Just like noted in Hotel Expenses above, this card should be secured from the business office the day before the travel, and again, a travel card usage form must be read and signed before you are allowed to leave with the card. If you are traveling on a same day departure and return trip, cards for vehicle expenses will be distributed by the transportation office when you pick up the vehicle keys. Upon return from the travel in either case, the cards should be returned immediately, and all receipts charged to those cards submitted. Detail receipts should be secured in all cases.

Travel Expense Report

In all cases a travel expense report should be completed upon return from travel. This form must be

completed within one week of travel completion. This is true even when there is no additional money due the employee. It is imperative that the employee and supervisor's make sure the form is completed correctly, as correcting errors to the form could delay the actual reimbursement.

Travel with Students

Employees will follow the same guidelines as above with several additional requirements.

- Student meals will be reimbursed for actual or per diem whichever is smaller.
- Advances for meal money will be given when appropriate paperwork is completed, approved and turned into the Business Office.
- If students are given their per diem travel amount, the employee must get the students signature as to such receipt.
- If actual meals are charged, copies of detail receipts must be submitted.
- When travel requires overnight stay, same sex students are required to stay four to a room.
- Travel cards are available for covering these student expenses. Appropriate forms noted above should be completed prior to travel.

LEAVES AND ABSENCES

Policy DEC Series

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Human Resources Department for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take a leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

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

Medical Certification: Any employee who is absent more than five days because of a personal or family illness must submit a medical certification form 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.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II 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: Personal and local leave is earned on an annual basis. This is available for the employee's use. Leave will not be paid for more workdays than have been accumulated in prior years plus those earned during the current year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

State Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of two and a half workdays per semester of employment, up to the statutory maximum of five workdays annually. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school Districts and is generally transferable to education service centers.

Under authority of Education Code 22.003 and to preserve the employee's leave entitlement while minimizing disruption to the instructional program the Board requires employees to differentiate between uses of personal leave:

Nondiscretionary: Leave taken for personal or family illness, emergency, or a death in the family or active military leave is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as state sick leave accumulated prior to May 30, 1995.

For purposes of state sick leave accrued before May 30, 1995, and local leave, the term "immediate family" shall include:

1. Spouse
2. 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*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, sibling-in-law.
5. Grandparent or grandchild.
6. Any person who may be residing in the employee's household at the time of illness or death.

For purposes of the Family Medical Leave Act, the definition of "family" shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law and parent-in-law.

Discretionary: Leave taken at an employee's discretion and can be scheduled in advance, is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request five days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-serve basis and will be subject to the following limitations:

- Discretionary personal leave may not be taken for more than five consecutive days.
- Discretionary leave shall not be taken for more than five days per year.
- Discretionary leave may not be taken on the following key days: day before a school holiday, day after a school holiday, day before a grading period, day after a grading period, days scheduled for state testing, or staff development or clerical days.

Use of discretionary leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 72 hours of receipt of the request.

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.

State Sick Leave (Days Accrued before May 30, 1995)

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in whole work-day and half work-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

If an employee uses more leave than he or she has earned, the cost of unearned leave will be deducted from the employee's next paycheck.

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

- Employee illness
- Illness in the employee's immediate family
- Family emergency
- Death in the immediate family
- Active military service

The term "family emergency" shall be limited to natural disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Local leave

Policy DEC (Local)

All full-time employees shall earn five days of paid local sick leave per school year in accordance with administrative regulations. Local leave shall accumulate to a maximum of twenty (20) days. Local sick leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995-1996 school year. (See DEC Legal)

After paid leave is exhausted, the employee will be docked his or her daily rate.

Annual accrual rate of state and local leave is as follows:

<u>Days Employed At 100% of the Day</u>	<u>Days Earned</u>
0 – 17	0.0
18 – 35	0.5
36 – 53	1.0
54 – 71	1.5
72 – 89	2.0
90 – 107	2.5
108 – 125	3.0
126 – 143	3.5

144 – 161	4.0
162 – 179	4.5
180 +	5.0

Use and Recording

For purposes of use and recording, available leave shall be used in the following order:

1. Local sick leave
2. State sick leave accumulated prior to the 1995-1996 school year
3. State personal leave

All leave used shall be recorded in increments of half days and whole days. Employees shall be charged leave as used even if a substitute is not employed.

Any leave taken for which balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

Absence from Duty Requests

Absences from Duty should be reported in one of two ways. Campus professionals in Aesop will request time off through that system. All other district employees should request time off through Employee Access.

Attendance-Excessive Absenteeism

Regular attendance and service are essential elements of employment, and necessary to ensure continuity of instruction and district operations. Continued employment is contingent upon the ability and willingness of each employee to attend work as scheduled and render such service. The purpose of this administrative regulation is to establish uniform procedures to be followed in reporting the attendance and service of employees. It is the intent of this regulation to encourage responsible use of leave so that employee absences do not negatively impact the education of children and the operations of the District. These absences do not include any days missed as a result of a workers' compensation claim, jury duty, subpoenaed court appearance, bereavement, family medical leave, administrative leave/suspension, UIL or other excused school business reasons.

Frequent or Prolonged Absence: All absences in excess of ten (10) days annually shall be investigated by the immediate supervisor who shall take appropriate action as required by District guidelines. The supervisor shall report all absences, except absences resulting from one of the reasons outlined above, in excess of ten (10) days in a school year to the Superintendent or designee, who shall take corrective action, up to and including termination in accordance with District policies.

An employee absent more than five consecutive workdays because of personal illness shall submit medical certification of illness and of his or her fitness to return to work.

Sanctions for Abuse: Paid leave is provided for the specific purpose stipulated in District policy. It is not intended to be used as a vacation, or for mere convenience. Except for discretionary state personal leave, documentation may be required for any absence at the discretion of the Superintendent or designee. Abuse of the employee leave program is a violation of District policy and may result in disciplinary action up to and including loss of pay, suspension, demotion, or termination of employment, in accordance with appropriate District policies. (See DCD, DCE, and the DF series)

Temporary Disability

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. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave 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 days.

When an employee is ready to return to work, the Superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able resume regular duties. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and Medical Leave

Policy DEC, DECA

Employees who have been employed by the district for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks or 26 weeks, for a military caregiver, of unpaid leave each year beginning on the first day of duty for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child. Both employees may be limited to a combined total of 12 weeks or 26 weeks for a military caregiver as determined by the needs of the District.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact Human Resources as soon as possible. Employees will be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the Human Resources Department for details on eligibility, requirements, and limitations.

Workers' Compensation Leave

Policy DEC (Local)

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits. An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

Paid Leave Offset

The employee shall inform the appropriate administrator whether he or she chooses to use available paid leave. Any paid leave used shall be offset against workers' compensation wage benefits.

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 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. 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.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may keep any compensation they receive.

Other Court Appearances

Employees shall use personal leave or leave without pay for absences dealing with personal matters not related with school business.

Military Leave

Policy DECB

Paid Leave for Military Service: Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during active military service.

Reemployment After Military Leave: Employees who leave the district to enter into the United States uniformed services or state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Superintendent.

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 18 months. Employees should contact the Human Resources Department for details on eligibility, requirements, and limitations.

COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance 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 grievance procedures are exhausted, employees can bring grievances to the Board of Trustees.

EMPLOYEE STANDARDS OF CONDUCT

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:

- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Employees shall be courteous to one another and the public.
- Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities.
- Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any controlled substance or dangerous drug, alcohol or any alcoholic beverage, any abusable glue, aerosol paint, any other chemical substance for inhalation, or any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs during working hours while at school or at school-related activities during or outside of usual working hours. An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.
- An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three (3) calendar days of the arrest. An

employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event.

- The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

Additional Dress and Grooming Standards (Revised June 14, 2011)

- Employees may not wear clothing items prohibited by the student handbook.
- Employees are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the superintendent, principal or supervisor.
- Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise immodest.
- Appropriate jeans are only permitted on days approved by the superintendent, principal, or supervisor.
- Wind suits, sweat suits, and shorts are not permitted except for coaches and physical education teachers. Coaches must wear long pants over gym shorts while in the classroom or academic buildings.
- Leggings or tights worn as pants are not permitted.
- Employees are permitted to wear sandals or open-toed shoes, but beachwear and house slippers are not permitted.
- Tattoos should be covered.
- Body piercing jewelry (except earrings) is not permitted.
- All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards for professional educators. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent first learns of the incident.

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, 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 applicable state and federal laws.

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

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 right 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, sex, disability, or family status.

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 under this chapter.

3. Ethical Conduct toward Students

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

Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3. The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Harassment

Policies DHB, FFH, FNCL

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. 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, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the superintendent. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See *Complaints and Grievances*, Policy DGBA). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Sexual Harassment

Policies DH, DHC, DIA, FFG, FFH, FNC, FNCJ,

Employee-to-Employee: Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints and should inform their principal, supervisor, or the Deputy Superintendent. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser. (See *Complaints and Grievances*, Policy DGBA) District officials or their agents shall promptly investigate all allegations of sexual harassment of employees by other employees, and officials shall take prompt appropriate

disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

Employee-to-Student: Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere to solicit inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Superintendent.

Drug-Abuse Prevention

Policies DH

Kilgore ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. 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.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours.

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

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

EXCEPTION: An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

DRUG-FREE WORKPLACE NOTICE: The District prohibits the unlawful manufacture,

distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include: Referral to drug and alcohol counseling or rehabilitation programs; Referral to employee assistance programs; Termination from employment with the District; and Referral to appropriate law enforcement officials for prosecution. As a condition of employment, an employee shall: Abide by the terms of this notice; and notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL). [This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

Tobacco Use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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.

Dietary Supplements

Policy DH

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.

Reporting Suspected Child Abuse

Policy BQ, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (**800-252-5400**) reports can also be made on the web at <https://reportabuse.ws/>. State law specifies that an employee may not delegate to or rely on another person to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the *Code of Ethics and Standard Practices for Texas Educators*.

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 agencies.

Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. In addition, employees must cooperate with child abuse and neglect investigators. 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. Procedures to follow in reporting child abuse may be found in the appendix. (Policy FFG-legal)

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.

Safety

Policy CK Series

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

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

Employees with questions or concerns relating to safety programs and/or safety issues should contact their campus Principal or the Human Resources Department at 903-988-3900.

Employee Arrests and Convictions

Policy DH

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to

the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Superintendent's office immediately at (903-988-3900).

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.

Copyrighted Materials

Policy EFE

Employees are expected to comply with the provisions of 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.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Technology Resources

Policy CQ

The district's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the user:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network 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 and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. (*CQ Legal & CQ Local*) Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management should contact Mark Lane, Director of Technology at 903-988-3900.

Gifts and Favors

Policy DBD

Employees may not accept or solicit any gift, favor, service, or other benefit that could influence, or be construed to influence, the employee's discharge of assigned duties and responsibilities. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a class B misdemeanor offense.

An employee shall not have a personal financial interest, a business interest, or any other obligation that in anyway creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the District.

GENERAL PROCEDURES AND INFORMATION

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for the District. A copy of the district's management plan is kept in the Maintenance Director's office as well as each campus office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the front office of each campus. Pest control information sheets are available from campus principals or facility managers upon request.

Check Acceptance

Kilgore ISD has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. Also, if you have a check returned for non-payment, checks will no longer be an acceptable form of payment for the remainder of the school year.

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or cancel school, the administration office will post a notice on the district's website and notify the following radio and television stations:

KKTX, FM 96X; KYKX, FM 105; KOOL, FM 106.5; KLTV, Channel 7, Tyler; KETX, Channel 56; Jacksonville; KIXK, FM 99.3; KYTX, Channel 19, Tyler

Emergencies

Policy CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business Office using the automated requisition system with appropriate approvals to secure a completed purchase order (PO). No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. **The district will not reimburse employees or assume responsibility for purchases made without proper authorization.** Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Revard Pfeffer at 903-988-3900 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources Department at 903-988-3900 if there are any changes or corrections to their name, home address, contact number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department. Changes must be made in person. Requests either by phone and/or e-mail will not be accepted.

Effective December 2, 2002, every educator certificate holder or applicant must maintain a current email address with the State Board for Educator Certification (SBEC). Failure to maintain a current mailing address with SBEC may result in the following:

- failure to receive important information or notice or a proceeding regarding an individual's certification or application status, including renewal requirements for a Standard Educator Certificate;
- failure to receive a certificate; or
- Certification sanction or denial.

A certificate holder or applicant must update his or her email address through the secure website, SBEC Online for Educators at <https://secure.sbec.state.tx.us/SBECOnline/login.asp>. If further assistance is needed, please contact the Information Support Center at 1-512-463-9734.

TAC, Title 19 (Education)

Part 7 (State Board of Educator Certification)

Chapter 230 (Professional Educator Preparation and Certification)

Subchapter N (Certificate Issuance Procedures)

Information concerning your certification should be directed to the Human Resources Department at 903-988-3900. Information can also be found on the district's website at www.kisd.org/hr/.

Personnel Records

Policy GBA Series

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

Personal information may be kept confidential at any time by submitting a written request to the Human Resources Department. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use

Policy FNAB, GKD

The Business Office is responsible for scheduling the use of facilities after school hours. Contact Melba Hampton at (903) 988-3900 to request the use school facilities and to obtain information on the fees charged.

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 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Human Resource Department. Contract employees may resign at any other time only with the approval of the Board of Trustees. Resignation without the consent of the Board may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*. (See policy DFE (Legal)).

Non-contract Employees: Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to their Supervisor or the Human Resources Department at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Non-renewal of Contract Employees

Policies DF Series, DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFB Series

Employees on probationary or term contracts can be non-renewed at the end of the contract term, or dismissed during the school year according to the procedures outlined in district policies. 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 time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF policies that are provided to employees or are available online.

Dismissal of Non-contract Employees

Policy DF Series, DCD

Non-contract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetics information, or any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract 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*, Policy DGBA (local)).

Exit Procedures

Policy DC (Local)

Information on the continuation of benefits, release of information, and procedures for requesting references will be provided upon separation of employment. Separating employees are asked to provide the district with a forwarding address and phone number.

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

Reports to the State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event

STUDENT INFORMATION

Equal Educational Opportunities

Policy FB

The Kilgore Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, genetics information, or any other basis protected by law, or in retaliation for the exercise of certain protected legal rights in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on the basis of race, color, religion, gender, or national origin should be directed to Dennis Williams, Deputy Superintendent at 903-988-3900. Questions or concerns about discrimination on the basis of a disability should also be directed to Nancy Roberts, ADA/ Section 504 Coordinator.

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 of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older) or attending an institute of postsecondary education
- School officials with legitimate education 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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the Board of Trustees.

Administering Medication to Students

Policy FFAC

Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. The District shall provide and dispense prescription medication only under a physician's standing order for each medication. Herbal substances or dietary supplements provided by the parent and only if required by the Individualized Education Program or Section 504 plan of a student with disabilities. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policy 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

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

Policy FC, FN series, FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. 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.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

Student Attendance

Policy FDD

Teachers and staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Hazing

Policy FNCC, FO

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, which 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 administration.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus principal. The District's policy includes definitions and procedures for reporting and investigating bullying. An electronic copy of all District policies may be located through the KISD homepage at www.kisd.org.