



**Substitute Handbook
2018-2019**

KATY INDEPENDENT SCHOOL DISTRICT

Dear Fellow Educator,

It is an honor to have you serve as a substitute teacher in Katy ISD. You are considered to be an important part of the instructional team in the schools you teach. Your commitment to excellence will enable us to uphold the outstanding reputation that we enjoy.

Our mission is to address the individual learning needs of each student who enters our schools. You are encouraged to recognize the important role you play in this plan and seek to make every student successful.

The Katy Independent School District Substitute Handbook is to help provide vital information that will help guide you through a successful year. The information in the Substitute Handbook is an overview and is not intended to supersede district policy and/or federal or state law. Substitutes are responsible for reading and abiding with all, [Katy ISD District Policies](#), procedures, and guidelines including those contained in the Substitute Handbook and Employee Standards of Conduct.

If at any time, you need assistance in your role as a substitute, please do not hesitate to ask.

Please feel free to contact our Substitute Office at 281-396-6125.

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DISTRICT INFORMATION

Mission Statement, Goals, and Objectives

[Policy AE](#)

Vision Statement

Be the Legacy.

Katy Independent School District, the leader in educational excellence, together with family and community, provides unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life – *to create the future*.

KISD Cornerstones

1. **Collaboration:** Work respectfully with others by sharing responsibilities, exchanging and evaluating knowledge and ideas, and building consensus in order to achieve a common goal.
2. **Communication:** Convey information and ideas to effectively engage the audience using a medium appropriate to the topic and purpose.
3. **Creative Thinking:** Generate a range of ideas through a meaningful process (structured or unstructured) that inspires the development of original or innovative products, performances, or solutions.
4. **Critical Thinking:** Analyze, evaluate, and synthesize information, ideas or objects to make inferences and predictions, and draw conclusions.
5. **Information Literacy:** Utilize an inquiry process to locate and evaluate a variety of information sources based on accuracy, authority, and point of view in order to accomplish a task.
6. **Problem Solving:** Identify, define, and/or explore a problem or situation, and work through a process to determine and evaluate solutions.
7. **Social Contribution:** Contribute to the betterment of one's community through service.

Board of Trustees

[Policies BA, BB series, BD series, and 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, and annual budget, employment of the superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations.

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

Current Board members include:

- Courtney Doyle, President
- Bill Lacy, Vice President
- Ashley Vann, Secretary
- Rebecca Fox, Member
- Dawn Champagne, Member
- Susan Gesoff, Member
- George Scott, Member

The Board usually meets on the third and fourth Monday at 6:30 PM. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website 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. In certain circumstances, Texas law permits the Board to go into a Closed Meeting from which the public and others are excluded. Closed Meeting may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

The Katy ISD Board of Trustees meeting schedule for 2018-2019 may be accessed at www.katyisd.org.

Administration

Executive Leadership Team

Lance Hindt, Ed.D, Superintendent

Ken Gregorski, Deputy Superintendent

Justin Graham, General Counsel

Christine Caskey, Ed.D, Chief Academic Officer

Andrea Grooms, Ph.D, Chief Communications Officer

Christopher J. Smith, Chief Financial Officer

John Alawneh, Ph.D, Chief Information Officer

Lee Crews, Chief Operations Officer

Bonnie Holland, Associate Superintendent, Administration, Governance and Legal Affairs

Katy Independent School District Substitute Office

Substitute Office Coordinator:

Erica Nugent

Phone: 281-396-7654

ericagnugent@katyisd.org

Substitute Office Specialists:

Erin Martin

Alpha Split (A-I)

Elementary Campuses

Phone: 281-396-2345

erinbmartin@katyisd.org

Candy Willis

Alpha Split (J-Z)

Secondary Campuses and ESC

Phone: 281-396-2359

candywillis@katyisd.org

Instructional Calendar



Katy ISD Instructional Calendar 2018-2019

Approved by the Katy ISD Board of Trustees on February 26, 2018.

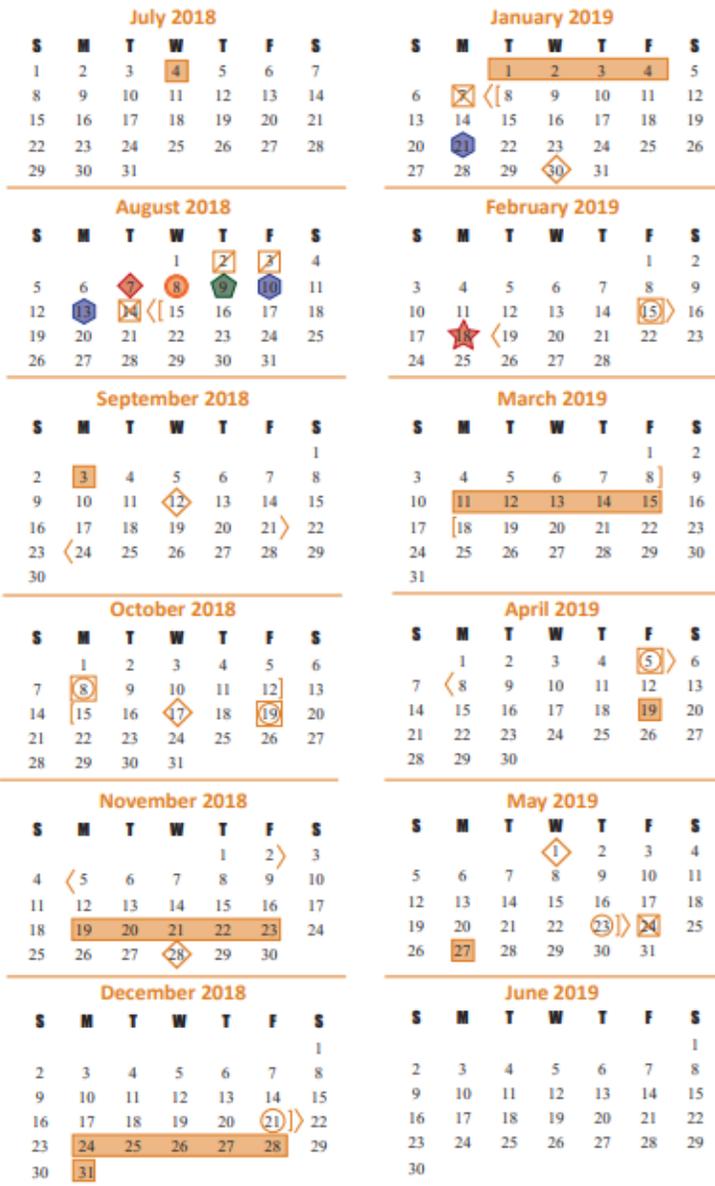
Calendar Highlights

- JULY**
4 Holiday • Staff
- AUGUST**
2-3 New Teacher Inservice Day
7 Convocation
8 Secondary District Professional Learning Day
9 Elementary District Professional Learning Day
10 Campus Professional Learning Day
13 Campus Professional Learning Day
14 Teacher Preparation Day
15 First Day of Fall Semester
- SEPTEMBER**
3 Holiday • Students and Staff
12 Family Night (No Homework Assigned)
24 2nd Secondary Grading Cycle Begins
- OCTOBER**
8 Early Dismissal - Elementary Parent Conferences and Secondary Professional Learning and 2nd Elementary Grading Cycle Begins
15 2nd Elementary Grading Cycle Begins
17 Family Night (No Homework Assigned)
19 Early Dismissal - Elementary Parent Conferences and Secondary Professional Learning
- NOVEMBER**
5 3rd Secondary Grading Cycle Begins
19 Thanksgiving Break Begins
28 Family Night (No Homework Assigned)
- DECEMBER**
21 Early Dismissal - End of Semester
24 Winter Break Begins • Holiday • Students and Staff
- JANUARY**
1-4 Winter Break • Holiday • Students and Staff
7 Teacher Preparation Day
8 First Day of Spring Semester
21 Campus Professional Learning Day • Student Holiday
30 Family Night (No Homework Assigned)
- FEBRUARY**
15 Early Dismissal - Campus Professional Learning
18 District Professional Learning Day, • Student Holiday
19 5th Secondary Grading Cycle Begins
- MARCH**
6 Family Night (No Homework Assigned)
11 Spring Break Begins
18 4th Elementary Grading Cycle Begins
- APRIL**
5 Early Dismissal - Campus Professional Learning
8 6th Secondary Grading Cycle Begins
19 Holiday • Students and Staff
- MAY**
1 Family Night (No Homework Assigned)
23 Early Dismissal - Last Day of School
24 Teacher Preparation Day
27 Holiday • Staff

Bad Weather Make-Up Days: Jan. 21* Feb. 18*
*If used, employees will need to make up the day on a Saturday.
This calendar contains enough minutes to cover bad weather days.
Note: 238-day employees will need to work two (2) additional days.

Grading Period	Elem. Days	Elem. Mins.	Sec. Days	Sec. Mins.	Total Days
1st	42	18,300	27	11,610	
2nd	45	19,440	30	12,540	
3rd			30	12,720	
First Semester					87
3rd	42	18,300			
4th	48	20,760	28	11,860	
5th			29	12,290	
6th			33	14,010	
Second Semester					90
Total Days					177
Total Minutes		77,790*		76,550*	

*Includes waived minutes for professional development.



Symbol Keys:

- [Begin Elementary Grading Cycle
-] End Elementary Grading Cycle
- < Begin Secondary Grading Cycle
- > End Secondary Grading Cycle
- ☐ New Teacher Inservice Day
- ☒ Teacher Preparation Day • Student Holiday
- Early Dismissal
- ☒ Early Dismissal - Parent Conferences and/or Professional Learning
- ☐ Holiday • Students and Staff
- ◆ Convocation
- Secondary District Professional Learning Day, Elementary Campus Professional Learning Day, Elementary District Professional Learning Day, Secondary Campus Professional Learning Day
- Campus Professional Learning Day • Student Holiday
- ★ District Professional Learning Day • Student Holiday
- ◇ Family Night (No Homework Assigned)

GENERAL INFORMATION

Substitute Pay Schedule 2018-2019 School Year

2018-2019 SUBSTITUTE PAY SCHEDULE *indicates a 3-week payroll	
DAYS WORKED	PAY DATE
07/28 - 08/10	08/31/18
08/11 - 08/24	09/15/18
08/25 - 09/07	09/30/18
09/08 - 09/21	10/15/18
09/22 - 10/05	10/31/18
10/06 - 10/19	11/15/18
10/20 - 11/02	11/30/18
11/03 - 11/16	12/15/18
11/17 - 11/30	12/31/18
12/01 - 12/14	01/15/19*
12/15 - 01/04	01/31/19*
01/05 - 01/25	02/15/19
01/26 - 02/08	02/28/19
02/9 - 02/22	03/15/19
02/23 - 03/8	03/31/19
03/9 - 03/29	04/15/19*
03/30 - 04/12	04/30/19
04/13 - 04/26	05/15/19
04/27 - 05/10	05/31/19
05/11 - 05/24	06/15/19
05/25 - 06/07	06/30/19
06/8 - 06/28	07/15/19*
06/29 - 07/12	07/31/19
07/13 - 07/26	08/15/19

It is the responsibility of the substitute to keep a personal record of each job number and dates worked at each campus. If there are discrepancies in the amount of pay and the number of days worked, the substitute should contact the office of the school in which he/she worked during that pay period. Any questions pertaining to substitute pay are to be addressed first to the school campuses, then to the payroll office (281) 396-2331.

When a pay dates fall on a weekend, payday will be the preceding Friday. Direct Deposit is available to all substitutes. Paper checks will not be issued. The Payroll Department will email you a PDF copy of your Direct Deposit Advice. To open the PDF, you will be prompted to enter a password. The password is the last four (4) digits of your Social Security Number.

Substituting in Katy ISD

In order to remain active as a substitute in Katy ISD, the substitute must work an average of at least 4 days per month during the school year. Each spring, a Letter of Reasonable Assurance will be offered to each substitute the district wishes to return for the next school year. The substitute who intends to remain active for the coming school year will complete and submit the document by the date indicated. Substitutes that do not meet the above requirement will be removed from the Katy ISD Substitute System. There are no substitute opportunities in the summer.

Each year, all active substitutes are expected to do the following to prepare for the upcoming school year:

1. Obtain a new ID badge for the upcoming school year.
2. Review and electronically sign the updated Katy ISD Substitute Handbook.
3. Complete and electronically sign the required Katy ISD Mandatory Trainings.

All substitutes are employed on an at-will basis and are not considered contractual employees. They are not employed for any specific length of time and have not property right to employment. Substitutes do not have Chapter 21 rights. Substitutes are also not guaranteed work at any specific campus, grade level, or other location. The district has the right to deny access to specific grade levels, teachers, campuses, and/or locations.

Substitutes are not guaranteed a conference period and may be asked by the principal to substitute for another class during that time. The campus may also change the sub assignment once the substitute arrives. Substitutes may not leave campus during the work day.

If any substitute is required to be at a school more than four (4) hours, he/she will qualify for a full day's pay. If a substitute is required to be at the school four hours or less, he/she will qualify for a half day's pay. If you come in early or stay late without administrative approval, you will not be compensated for any time worked beyond the originally scheduled time.

Requirements/Salary

Substitute teachers must hold a minimum of 60 college credit hours and completed Katy ISD Substitute Training. Transcripts are the only valid documentation of college hours/degrees obtained. A diploma/degree certificate will not be accepted as documentation. Certified substitutes must have a current/valid teaching certification. *Individuals holding a foreign degree must have degree transcripts evaluated by an accredited international degree equivalency evaluator acceptable to the district and meet the current criteria for substitute teachers.* Paraprofessional substitutes must hold at minimum a HS diploma or GED and have completed Katy ISD Substitute Training. Changes in substitute status and subsequent pay increases are effective the day the transcript/certificate is uploaded to application. You must notify Sub Office when you upload your transcripts. Teacher substitutes may not work in paraprofessional positions longer than 3 days without providing written notification to the KISD Sub Office of his/her desire to change to paraprofessional status. Substitute is also responsible for notifying the KISD Sub Office of his/her desire to re-instate teacher sub status.

Salary Scale

- **\$100/day-Certified Teacher/RN Substitute**
 - Long Term Rate: \$180/day
- **\$95/day-Degreed Teacher Substitute**
 - Long Term Rate: \$155/day
- **\$85/day-Non-Degreed Teacher Substitute (at least 60 hours)**
 - Not eligible for long term teaching positions-only paraprofessional positions
- **\$85/day-Paraprofessional Substitute**
 - Long Term Rate: \$90/day

A substitute teacher, and nurse who substitutes in 20 consecutive days in the **same assignment** will be paid the applicable additional pay as noted on the substitute pay scale. This pay is retroactive to the first day of the same 20-day assignment. If two or more days are missed within the first 19 days, the cycle starts over with day 1 of the daily rate until 20 consecutive days in the same assignment are reached. Long term assignments are still considered temporary substitute assignments and can be changed or ended at any time.

Texas Retirement System

Substitute teachers who have retired from active teaching anywhere in Texas and receive annuity payment income from the Texas Retirement System of Texas should report this to the Katy ISD Substitute Office. For TRS retirees, a substitute is a person who serves on a temporary basis in the position of a current employee. If the position is vacant, or a supplemental position, the retiree must seek approval from the district before accepting the position. Individuals are responsible for understanding and adhering to the TRS guidelines. This includes any surcharges that are incurred by the individual or the district.

Katy ISD will seek reimbursement for any district surcharges incurred for violations of the TRS guidelines. Services rendered as a substitute may qualify for service credit with the Teacher Retirement System of Texas provided such service is for at least 90 days in a school year. Eligible individuals are responsible for contacting the [Teacher Retirement System of Texas](#) or call 1-800-223-8778 for further information.

TRS/457b) FICA Alternative

All long-term substitutes who have an assignment in which there is the expectation that the job will last at least 90 days, 1 semester, or 4.5 months will contribute to TRS. They will not pay into the 457(b) FICA Alternative Plan. The decision whether to have TRS or 457(b) FICA deducted is not up to the employee. When the long-term assignment ends, you will no longer contribute to TRS and instead, participate in the 457(b) FICA Alternative Plan. Substitutes who are not on a long term assignment with have a 457(b) FICA Alternative deducted, not TRS. But, if a substitute works at least 90 days, can purchase TRS credit at the end of the year.

Service Record Requests

Substitutes that hold a valid teacher certificate may request their service record from Katy ISD Human Resources. Certified substitutes must meet certain requirements, 85 or 90 documented FTE days, depending on the year. If you meet the criteria of certified substitute teacher, please contact Terri Domagas, 281-396-2262.

DAILY PROCEDURES

Roles and Responsibilities

Work Hours

Teacher/Employee hours will be as follows:

High School	7:05 AM – 3:05 PM
Junior High	8:10 AM – 4:10 PM
Elementary Group 1	7:35 AM – 3:35 PM
Elementary Group 2	7:55 AM – 3:55 PM

Following hours indicate **half-day** hours:

High School	7:05AM-11:05 AM 11:05 AM-3:05 PM	Elementary Group 1	7:35 AM-11:35 AM 11:35 AM-3:35 PM
Junior High	8:10 AM-12:10 PM 12:10 PM-4:10 PM	Elementary Group 2	7:55 AM-11:55 AM 11:55 AM-3:55 PM

Be sure to check the Absence Management System (AESOP) each morning prior to leaving for your assignment. If you are unable to fulfill your assignment, you **MUST** cancel the assignment in the Absence Management System (AESOP) as soon as possible. You are also responsible for contacting the campus to inform them.

Accepting Late Assignments:

Full Day Assignments: The job needs to be picked up within the first 2 hours of the school day. **You MUST contact the campus** to see if a sub is still needed for the full day. The campus has the right to change the position to a half day. If you pick up a late assignment after the start of the school day. You are expected to report to the campus within 30 minutes.

Half Day Assignments: **You MUST contact the campus** prior to picking up any late half day assignment to see if a substitute is still needed. The campus has the right to cancel the assignment. You are expected to report to the campus within 30 minutes.

KISD Student Early Dismissal Days are full work days for campus staff. If a substitute accepts a full day assignment on an Early Dismissal Day, he/she is expected to fulfill the entire work day until campus administration grants permission for the substitute to sign out.

Campus Arrival:

- Make sure your KISD ID Badge is clearly visible.
- Sign in at the front office, and write down your arrival time.
- Pick up the teacher's substitute folder.
- Read over directions and instructions concerning the campus and your classroom.
- Review applicable emergency and non-emergency procedures/routes (weather, fire drills, assembly, early dismissal, etc.)

Classroom Arrival:

- Put your belongings in a secure place when you arrive.
 - Katy ISD is not responsible for lost or stolen items
- Write your name on the board.
- Introduce yourself to neighboring teacher.
- Review lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel.
- Locate and review emergency plans and specific behavior intervention plans for students.
- If there are missing materials or supplies that you need, immediately contact the team leader, department head, or campus administrator.
- Supervise hallway around classroom until class starts.

During the School Day:

- Follow the teacher's lesson plans to the best of your ability.
- Be positive, firm, and consistent as you follow teacher's classroom rules and consequences.
- Supervise/monitor the hallways in between classes.
- Check with the front office during your conference time, as you may be needed in another capacity on the campus.
- Do not leave students unattended.
- Due to the needs of the campus, a substitute may be asked to work a different assignment than the one that he/she was originally assigned. Substitutes should be flexible and consider the needs of the campus.
- Remain on duty until you are released by a campus administrator. You will not be allowed to leave campus during your work day.

End of the Day:

- Complete a substitute report for the classroom teacher and leave detailed notes. Consider the following to complete your report:
 - What were you able to complete in the lesson plan?
 - What were you unable to complete and why?
 - Which students were helpful? (Be specific and provide details)
 - Were there any problems? (Be sure and provide details)
- Leave student work organized and on the teacher's desk. If the teacher left an answer sheet and you have time, you can review the students' work.
- Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner. Ask students to help clean their area before dismissal.
- Make sure the students made it safely to the bus or designated areas for pick up.
- Leave the teacher's room as you found it.
- Sign out at the front office and include departure time. Turn in any materials that were picked up in the morning (substitute folder, building procedures, etc.)
- Check to see if you are needed for the next day.

Bad Weather Closing

The district may close schools for a full day or part of a day 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 or release students early, information will be provided on the [Katy ISD Web Site](#). Additionally, school officials will notify radio and television stations. Substitutes are not compensated for any missed days resulting from unscheduled district/school closure. This may prevent a sub reaching long term (i.e. if the 20th day of the assignment is a school closure day). However, the consecutive day count will continue after the missed day for substitutes in continuing long term assignments.

Dismissal of Substitutes

Substitutes are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. If the Substitute Office receives negative complaint including, but not limited to, one or more of the following, the substitute or non-contract employee may be removed from a site, classroom, or deactivated from the substitute system:

- Failure to follow lesson plans and perform all duties of the regular classroom teacher in a prompt and efficient manner;
- Falsification of information on documents used for consideration of employment;
- Failure to comply with board policy or administrative policy;
- Willful and repeated failure to comply with official directives from supervisors;
- Insubordination-infraction of rules-willful or overt defiance-contempt for authority;
- Unexcused tardiness, continued lateness for work or leaving an assignment early without approval;
- Multiple cancellations of assignments;
- Use of inappropriate language or behavior;
- Sexual harassment/lewdness/indecenty;
- Distribution of non-related materials w/o permission from the building principal;
- Commission of an act which would contribute to a felony or misdemeanor involving moral turpitude or work constitute lewdness, indecency, or pornography;
- Commission of an act which would constitute any crime involving theft, robbery, embezzlement, misapplication of fund, fraud or organized crime.

Resignation Process

To complete a resignation as a substitute in Katy ISD, please complete the following steps:

1. Send an email/written documentation indicating your desire to resign as a substitute to the Katy ISD Substitute Office (suboffice@katyisd.org).
2. Return your Substitute ID Badge and Parking Tags to the Katy ISD HR office.
3. Contact TCG Services (tcgservices.com) to access your 457(b) funds

SUBSTITUTE CONDUCT AND WELFARE

Safety and Security

[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.

Each campus has developed a safety plan which is tailored to that campus. Evacuation Maps are posted close to the door. Each classroom has a “Go Bag”. The safety plan is available to you through the principal’s office. As a substitute, safety and security of students is a dominant job responsibility. Become familiar with emergency drill procedures. Diagrams are posted in each room.

Possession of Firearms and Weapons

[Policies DH, FNCG, GKA](#)

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

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.

Accidents on School Property

In the event of an accident, the substitute should not attempt to move a student who is unable to move on his/her own. In such cases, the substitute should send a reliable student to the office for help and stay with the injured student. Under no circumstances should a substitute teacher/paraprofessional administer medication to a student ([Policy FFAC](#)).

A substitute who has an accident in the course and scope of employment, regardless of its seriousness, must report immediately to his/her supervisor. Supervisors and department heads must notify the District Risk Management Department within eight (8) hours of its occurrence. The substitute's supervisor will coordinate a thorough investigation of each accident involving a substitute including an interview of any witness who may have seen the accident. The substitute's supervisor will prepare preliminary and final reports of the accident detailing the circumstances of the accident and any necessary corrective action to be taken to avoid recurrence of the accident.

Asbestos Management Plan

[Policy CKA](#)

Hazard Communication Training Program. The Asbestos Hazardous Emergency Response Act created by the Environmental Protection Agency requires school districts to develop and maintain an Asbestos Management Plan. A copy of the complete management plan is located in the maintenance department, a copy for each specific campus is located in the front office of that campus, and an electronic copy is accessible at K:\Groups\Campus Asbestos Management Plan. If you have any questions, please call the Assistant Director of Maintenance and Operations, at 281-396-2519.

Eye Protection

[Policy CKB](#)

Employees who are working with hazardous chemicals should check the Safety Data Sheet (SDS) for the proper personal protective equipment. Safety glasses and goggles should be worn when the possibility of a splash is present. (See HazCom icon on each employee's district computer desktop.)

First Aid Treatment

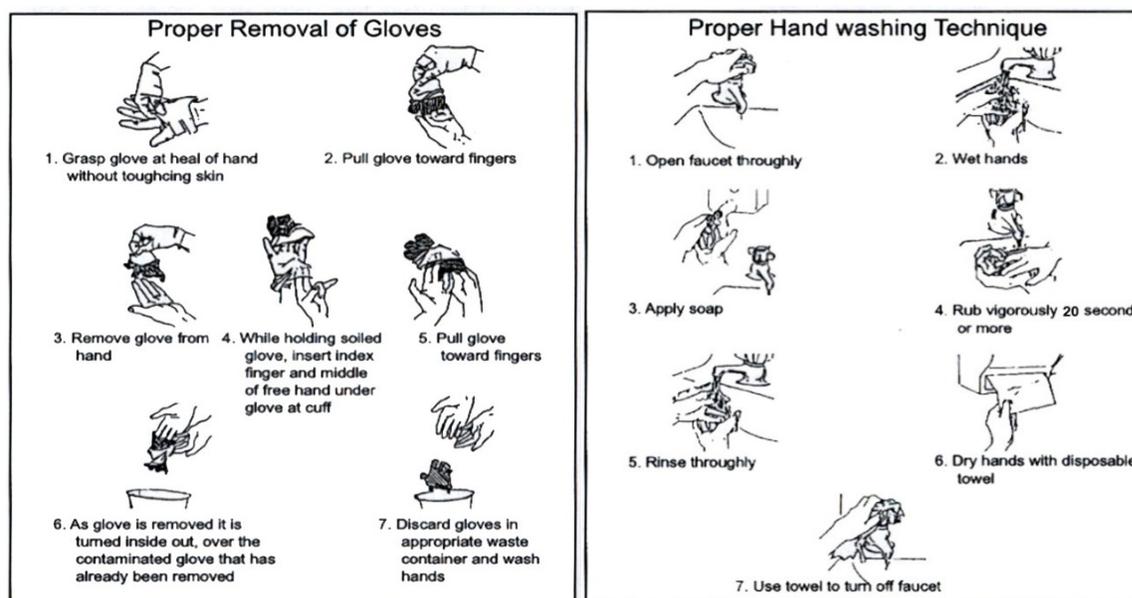
Policies CKD, FFAC

Health Service personnel can provide first aid during normal school hours. Health Service personnel are trained in Cardiopulmonary Resuscitation and the use of Automated External Defibrillator (CPR/AED). They can provide assistance with minor everyday emergencies and initiate basic first aid treatment for sudden illness and/or injury.

To contact the Health Services Department for assistance you should dial 281-396-2629. If a health service professional is not available, the employee(s) should refer to the Safety Data Sheet (SDS) for specific first aid treatment or call Poison Control @ 1-800-222-1222, or if it is life threatening, call 911.

Foot Protection. No open-toed shoes will be allowed in the area where hazardous chemicals are stored or used.

Gloves. Gloves must be worn when the potential for contact with toxic materials exist. Before gloves are used, they should be inspected for discoloration, punctures, and tears. Any gloves that show wear or defects should be disposed of and not used.



Labels. Good hazard communication is essential in any safety program. Labels are the primary source of information concerning the hazards associated with chemicals used in the workplace. Employees shall not be required to work with hazardous chemicals from unlabeled containers. Portable containers, of which the contents are known by the user, are exempt if the product will be used within a standard work shift. HAZCOM requires that all containers of hazardous chemicals entering the workplace be properly labeled. A label must show the identity of the hazardous chemical, the name and address of the manufacturers, and the appropriate warning such as toxic or corrosive. Warnings relate whether a chemical is a health or physical hazard, or both. Physical hazards are

flammable, corrosive or reactive; flammable chemicals can cause chemical burns; and reactive chemicals can cause explosions or release toxic fumes. Chemicals that are health hazards are toxic chemicals which are poisonous. Overexposure can cause acute or chronic health effects.

Personal Protective Equipment (PPE). Each campus should provide PPE for all employees so they are able to work safely with chemicals. If a product or chemical SDS recommends the use of PPE - such as gloves, safety glasses, or face shield - the employee should follow the PPE recommendation. If an employee feels that they do not have the proper equipment necessary, the employee should contact their supervisor immediately to obtain the proper equipment.

Pest Control Treatment

[Policies CLB, DI](#)

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

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

Communicable Diseases

[Policy FFAD Administrative Regulation](#)

The following information will provide simple and effective precautions against the transmission of a communicable disease for all students and school personnel who are potentially exposed to the body fluids of any person. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Transmission of a communicable disease is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from diagnosed individuals, because simple precautions are not always carried out.

To avoid contact with body fluids, the following precautions should be observed:

- Avoid direct skin contact with body fluids. This also includes the mucous membranes (e.g. eyes, nose, and mouth).
- Wear disposable gloves when contact with body fluids is anticipated (e.g. when treating bloody noses; open cuts, abrasions and other lesions; handling contaminated clothing; and cleaning up body fluid spills) (See Hazard Communication Training Program).
- Always practice good personal hygiene through proper hand washing techniques (See Hazard Communication Training Program).
- Request assistance from a custodian for proper cleaning of all body fluid spills.

KEYS TO PREVENTING INFECTION FROM A COMMUNICABLE DISEASE:

- Understanding the risk factor you may face;
- Knowing how to protect yourself.

A Blood Borne Pathogen Exposure Control Plan is available for review by all employees on [KatyNET](#) in Health Services, Blood borne Pathogen Exposure Control Plan.

In addition to information received on communicable disease, employees in a job classification that has been identified as having, or possibly having occupational exposure receive additional training more specific to blood borne pathogens.

Each campus in the District has a full time Health Services Professional on staff. Please do not hesitate to consult her/him if you have any questions or would like more information regarding communicable diseases in the school setting. The Katy ISD Director of Health Services may also assist you with your questions and/or concerns (281-396-2785).

Student Welfare: Reporting Child Abuse and Neglect

[Policies DG, DH, FFG, GRA](#)

Purpose of Reporting Law. The purpose of the reporting law is to protect the student or minor by encouraging more complete reporting of suspected child abuse. In addition, human trafficking is defined as a form of abuse or neglect under [Texas Family Code, Section 261.001](#). Because of your role as an education professional, you may be in a position to identify and report human trafficking, thus facilitating the child's rescue by law enforcement.

This purpose is accomplished by:

1. Identification of the student or minor in peril as quickly as possible;
2. Designation of the agency, Texas Department of Family and Protective Services (DFPS), and local law enforcement to receive and investigate reports of suspected child abuse;
3. Offering, where appropriate, services and treatment.

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

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

Reports to Child Protective Services can be made to the local Child Protective Office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Physical Contact with Students

For your physical and legal safety, physical contact with students must be avoided unless it is considered a function of the job description. Substitutes who are accused of inappropriate contact or behavior with students will be reported immediately by the school administration to the appropriate officials (police, CPS, etc.). These substitutes will be removed from the Katy ISD Substitute List pending the outcome of the investigation.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in [Board Policy FFG](#) and [Board Policy FFG \[Administrative Regulations\]](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

Student Discrimination / Harassment

[Policies DIA, FFH](#)

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the previous bases that adversely affects the student. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate any form of discrimination of students and shall report any alleged acts in a timely manner. Failure to promptly report alleged discrimination may impair the District's ability to investigate and address the harassment.

District employees shall not engage in discrimination of students nor tolerate student-to-student discrimination as defined in [Board Policies DIA](#) and [FFH](#) (LEGAL) and (LOCAL). The District shall investigate all allegations of such discrimination and shall take appropriate disciplinary action against employees or students who have engaged in such acts.

Sexual harassment includes both welcome and unwelcome verbal or physical sexual advances, including but not limited to engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature, threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit, request for sexual favors, sexually motivated physical, verbal, or nonverbal conduct when the conduct affects the student's ability to participate in or benefit from a program or activity, or creates an intimidating, threatening, hostile or offensive educational environment. 20 USC 1681(a); Franklin v Gwinnett County Public Schools, 112 S. Ct. 1028 (1992)

Texas law requires that any person "having cause to believe" that a student's or minor's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report. Professionals, specifically, are mandated to report. "Professional" as defined in the Texas reporting statute, is any individual who is licensed or certified by the state, or who is an employee of a facility licensed, certified or operated by the state, and who, in the normal course of official duties, has direct contact with students, minors (teacher, health services personnel, counselor, or principal).

It is important to note that the law requires any person (school personnel, parents, or friends of a child) who has cause to believe that a child is being abused or neglected should make a report. Suspicions of the sexual harassment of a student by an employee should be reported in accordance with the CPS reporting requirements since this behavior is a form of child abuse.

Sexual harassment of students by employees is always a violation of law and, therefore, cannot be defended on the grounds that the student may have sought or encouraged the conduct. Katy ISD will not tolerate Employee-Student sexual harassment.

Standards of Conduct

[Policy DH](#)

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.

- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

Dress and Grooming

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for the assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. See Board [Policy DH \(LOCAL\)](#).

The district shall have the right to appraise any fashion or fad and determine whether it is appropriate or inappropriate for school wear. The district has the right to ask substitutes to leave the campus or change their attire if it is of such nature that it provokes unfavorable comment.

School Property

It is expected that the substitute will maintain good order wherever assigned, and create such conditions as are conducive to a good learning situation. The regular classroom teacher is legally and morally charged with the school property as well as the welfare of the children, and no less is expected of the substitute teacher. See Board [Policy DH \(LOCAL\)](#).

Confidentiality

Substitutes are expected to hold in professional confidence any information about the school (students, teachers, parents, and administrators) which might be gained by substituting.

Discrimination, Harassment, and Retaliation

[Policies DH, DIA](#)

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is referenced in the [DIA \(LOCAL\)](#) policy.

Technology Resources

[Policy CQ](#)

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

Imposes no tangible cost to the district.

Does not unduly burden the district's 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 the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact Technology Department.

All employees are expected to read and adhere to the Staff Responsible Use Guidelines. A violation of any of these guidelines will be dealt with as a personnel matter by the appropriate supervisor.

Personal Use of Electronic Communications

[Policy DH](#)

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

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

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

The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.

An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

Confidentiality of student records [See [Policy FL](#)]

Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See [Policy DH \(EXHIBIT\)](#)]

Confidentiality of district records, including educator evaluations and private e-mail addresses. [See [Policy GBA](#)]

Copyright law [See [Policy CY](#)]

Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See [Policy DH \(EXHIBIT\)](#)]

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

Electronic Communications between Employees and Students

[Policy DH](#)

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

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

The employee has provided the parent with a copy of this protocol

The employee and the student have a social relationship outside of school;

The parent understands that the employee's communications with the student are excepted from district regulation; and

The parent is solely responsible for monitoring electronic communications between the employee and the student.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

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

Copyright law [[Policy CY](#)]

Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See [Policy DH](#)]

Staff Responsible Use Guidelines for Technology

Policy CQ

Katy Independent School District makes a variety of communications and information technologies available to District staff through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have significant consequences, harming the District, its students and its staff. These *Responsible Use Guidelines* are intended to minimize the likelihood of such harm by educating District staff and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

Mandatory Review. To educate District staff on proper computer/network/Internet use and conduct, users are required to review these guidelines at the beginning of each school year. All District staff shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. These guidelines are included in the District's Employee Handbook. "Staff" shall be used in this document to refer to all District employees.

Definition of District Technology System. The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Fax machines;
- Copiers;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, tools (Internet or District server based);
- District-provided Internet access;
- District-filtered public Wi-Fi;
- Virtual environments; and
- New technologies as they become available
- District-provided cloud resources of storage.

Availability of Access

Acceptable Use. Computer/Network/Internet access will be used to improve teaching and enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use by all District staff.

Privilege. Access to the District's computer/network/Internet is a privilege, not a right.

Access to Computer/Network/Internet. Computer/Network/Internet access is provided to all District staff. All students will have access to the Internet unless parents request in writing that access be denied.

Access to the District's electronic communications system, including the Internet, shall be made available to staff primarily for instructional and administrative purposes and in accordance with administrative regulations. Each District computer, mobile device, and public Wi-Fi (available for individuals who bring their own personal telecommunication devices) has filtering software that blocks access to visual depictions and/or content that are obscene, pornographic, inappropriate, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Limited personal use is permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a staff member's job performance.

All nonstaff/nonstudent users must obtain approval from the principal or departmental supervisor or designee to gain individual access to the District's system.

All individual staff users of the District's system must complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or departmental supervisor's office.

Staff are required to maintain password confidentiality by not sharing their password with others and may not use another person's system account.

Staff identified as a security risk or having violated the District's *Staff Responsible Use Guidelines* may be denied access to the District's system. Other consequences may also be assigned.

Content/Third-Party Supplied Information. Staff with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

Staff who knowingly bring prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [\[See Board policy DH\]](#)

Subject to Monitoring. All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to

ensure appropriate use. Staff should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Staff should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with these guidelines.

Use of Personal Telecommunication Devices. The District will provide a filtered, wireless public network to which staff will be able to connect personal telecommunication devices for instructional and administrative functions. These devices are the sole responsibility of the staff owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items. Each staff member is responsible for their own device; setup, maintenance, charging and security. District staff will not diagnose, repair or install software on another staff member's or student's device. Should inappropriate activities or a security breach be detected, appropriate District staff may examine the staff member's device.

Staff Computer/Network/Internet Responsibilities. Staff are responsible for their actions in accessing available resources.

District staff are bound by all portions of the District's *Staff Responsible Use Guidelines*. Staff who knowingly violate any portion of the *Staff Responsible Use Guidelines* will be subject to disciplinary action in accordance with District policies. [\[See Board policy DH\]](#)

District staff are expected to maintain appropriate conduct when accessing the communications and information technologies available through computer/network/Internet access. All staff must comply with the District's *Staff Responsible Use Guidelines* at all times when accessing any part of the technology system.

Staff will guard and protect access to secure systems by:

1. Protecting passwords and other similar authorization information. Passwords are the primary way in which staff members are authenticated and allowed to use the District's computing resources. Staff will not disclose personal password(s) to any individual, including another staff member. Similarly, staff will not disclose other identifying information used to access specific system information, recognizing that if they do so, they will be held accountable for their actions as well as those of other parties to whom they have given access.

2. Guarding unauthorized use of resources. Staff will not allow others to make use of their accounts or network access privileges to gain access to resources to which they would otherwise be denied.

3. Not circumventing or compromising security. Staff must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the District's systems and network. Examples of prohibited activities include (but are not limited to) Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and intentional transmission of viruses or worms.

Computer/Network/Internet usage is subject to monitoring by designated staff at any time to ensure appropriate use. Electronic files sent, received or stored anywhere in the computer system are available for review by any authorized representative of the District for any purpose. Staff will affirm, in writing, that at all times their actions while using the District's system will not violate the law or the rules of network etiquette, will conform to the guidelines set forth in the *Staff Responsible Use Guidelines*, and will not violate or hamper the integrity or security of the District's technology system.

If a violation of the *Staff Responsible Use Guidelines* occurs, staff will be subject to one or more of the following actions:

1. Revocation of access;
2. Disciplinary action;
3. Loss of employment with the District; and/or
4. Appropriate legal action.

Reporting Security Problem. If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the staff should immediately notify the District's Help Desk. The security problem should not be shared with others.

Inappropriate Use. Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses and are prohibited:

Violations of Law. Transmission of any material in violation of any federal or state law is prohibited.

This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material;
- material protected by trade secret; or
- blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws.

Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for the litigation process.

Modification of Computer. Students and teachers must install only approved/authorized applications on Katy ISD computers and devices. Executing programs or applications that are not approved by Katy ISD is in violation of the *Responsible Use Guidelines*.

Users must not circumvent the computer system policies to install, create or administer items that are not authorized by the Technology Department. Modifying or changing computer settings and/or internal or external configurations without appropriate permission is strictly prohibited.

Transmitting Confidential Information. Staff may not redistribute or forward confidential information (i.e. educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates of or of others is prohibited.

Commercial Use. Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

Marketing by Non-KISD Organizations. Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief. Any malicious attempt to harm or destroy District equipment, materials or data; or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Staff committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [\[See DH in Board Policy\]](#)

Copyright. Staff must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

Copyright Violations. Downloading or using copyrighted information without following approved District procedures is prohibited.

Intellectual Property. An original work created by a student that will be published on the Internet will require written parental consent.

Plagiarism. Fraudulently altering or copying documents or files authored by another individual is prohibited.

Impersonation. Attempts to log on to the computer/network/Internet impersonating a system administrator or District staff, student, or individual other than oneself, will result in revocation of the staff member's access to computer/network/Internet.

Illegally Accessing or Hacking Violations. Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

File/Data Violations. Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

System Interference/Alteration. Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Email and Communication Tools. Email and other digital tools such as, but not limited to blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

Staff will be issued email accounts. Staff should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Email attachments, both internal and external, are limited to 30MB or smaller.

Staff should keep the following points in mind:

Perceived Representation. Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the staff member's comments represent the District or school, whether or not that was the staff member's intention.

The Katy ISD email account should be used for professional communication. The social media tools that are associated with the District's email account should be for professional use. For example, an employee must not associate their Katy ISD email account with a personal Facebook account. However, the Katy ISD email account must be used if the Facebook account or Twitter account was intended for professional purposes.

Privacy. Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be

divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature, if applicable.

Inappropriate Language. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

Communications with Students. As specified in the *Employee Standards of Conduct [Board Policy DH (EXHIBIT)]*, employees shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

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

The employee continues to be subject to federal laws, local policies, and administrative regulations, and the *Code of Ethics and Standard Practices for Texas Educators*, including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.
- Copyright law
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system

Criminal History Background Checks

[Policy DBAA, DH](#)

All District employees and substitutes hired must complete the fingerprinting process with the Texas Education Agency (TEA)/Texas DPS FACT Clearinghouse prior to employment. Katy ISD will receive notification on employees and substitutes through FACT if any event related to criminal history occurs. Employees and substitutes are required to self-report an event as stated above in Board Policy DH to immediate supervisor or Human Resources within three calendar days of the event.

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 of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude
- Moral turpitude includes the following:
 - Dishonesty
 - Fraud
 - Deceit
 - Theft
 - Misrepresentation
 - Deliberate violence
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

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

Alcohol and Drug-Abuse Prevention

[Policies DH, DI](#)

Katy ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance. The district policy regarding employee drug use can be accessed through the following link: [DH \(LOCAL\)](#), [DI \(LOCAL\)](#) and [DI \(EXHIBIT\)](#).

Tobacco Products and E-Cigarette Use

[Policies DH, FNCD, GKA](#)

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

Fraud and Financial Impropriety

[Policy CAA](#)

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district

- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities.

Religion in the Schools

The District is committed to the constitutional principle of separation of church and state. Board policy makes it clear that employees will neither advance nor inhibit religion. Employees may not pray with or in the presence of students. However, nothing prevents a teacher or other employee from praying or reading religious materials during a time when students are not present. If a group of employees wishes to pray together, read the Bible, or engage in some other religious activity, they may do so as long as the activity does not interfere with their duties or the rights of other employees or students.

Off campus and outside the school day or school year, school district employees have the same right to religious expression as any other citizen. At the same time, employees are expected to refrain from using their position in the District to promote religious activities in the community. For example, if an employee teaches religious classes in their church, sponsors an FCA group or gives a religious devotional, the employee should do so as a citizen not as a teacher or employee of KISD.

Description of Special Programs

AEP	Alternative Education Placement-students are in this setting due to discipline problems
BIL	Bilingual
CAPP	Communication Acquisition Program for Preschoolers
HCAP	High School Autism Program-specialized self-contained program
JCAP	Junior High Autism Program-specialized self-contained program
YCAP ELEMENTARY	Young Children with Autism Program-specialized self-contained program
ECAP ELEMENTARY	Early Childhood Autism Program-specialized self-contained program
COMP ED	Compensatory Education-Provides additional support to at risk students within the district
ESOL/ESL	English as a Second Language-assisting students who are learning English
ISS	In-School Suspension-a student suspended from class but within the campus
KOLA	Subject facilitator-in a computer lab at the secondary level
SPED ADAPTIVE PE	Physical education for students with disabilities
SPED AB	Adaptive Behavior-Students in a highly structured specialized program to address significant behaviors
SPED ASIP	Autism Support and Intervention Programs-Students with autism behaviors that need instructional and behavioral support in the mainstream and structured environment
SPED STRIED	Structured Transition Readiness Intervention in Early Development- Students with behaviors in early childhood that are served in a self-contained program
SPED BTP	Special Education Behavior Transition Program-Students w/behaviors that need a highly structured setting to address significant behaviors (located at Raines High School)
SPED-PARAPROFESSIONAL	Assisting students with special education services in a variety of settings
SPED IN CLASS SUPPORT (ICS)	Supporting students who receive special education services in the general education classroom
SPED RESOURCE	Teaching in a self-contained setting for students to receive specially designed instruction in a small group
SPED LIFE SKILLS	Working with students with significant cognitive disabilities in a variety of settings and with a variety of skills which include-functional academics, self-help skills, daily living skills, and in-class support
SPED PPCD	Pre-school Program for Children with Disabilities through age 5
SPED PASS	Positive Approach to Student Success Program-Students w/behaviors that need instructional and

Description of Special Programs

	behavioral support in a main stream and structured environment
SPED WORK BASED LEARNING	Facilitate special education student learning related to career acquisition skills on campus
SPED JOB COACH PARA	Assisting special education students with on or off campus training activities
TITLE 1	Provides additional support in reading and math to eligible students at Title 1 campuses
SPED CO-TEACH	Supporting students who receive special education services in the general education classroom
SPED TIP	Therapeutic Intervention Program- students with severe disabilities requiring medical and therapeutic interventions

Absence Management System (formerly AESOP)



Absence and Substitute Management



LOGGING IN ON THE WEB

To log in to the absence management system, type aesoponline.com in your web browser's address bar.

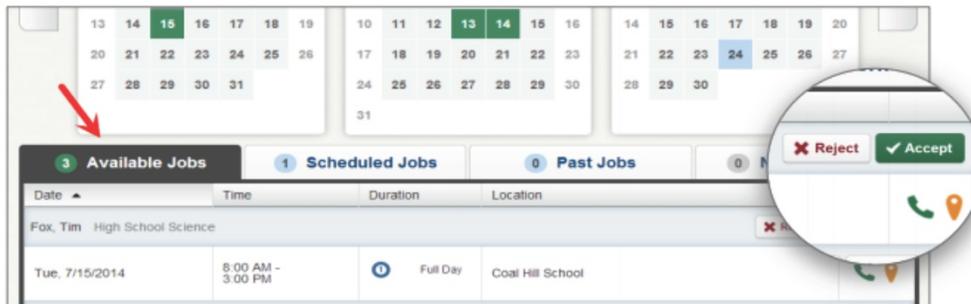
The Sign In page will appear. Enter your ID and PIN and click **Login**.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

SEARCHING FOR AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support** to go to the Learning Center to search a knowledge base of help and training materials.



ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

