

Agenda of Regular Meeting

The Board of Trustees Little Elm ISD

A Regular Meeting of the Board of Trustees of Little Elm ISD will be held August 21, 2023, beginning at 6:00 PM in the Little Elm ISD Administration Building.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. Call to Order Open Session in the Board Room at Little Elm ISD Administration Building on 400 Lobo Lane, Little Elm, Texas 75068.
2. The Board will recess into Closed Meeting in the Board Support Conference Room as permitted by the Texas Open Meetings Act Code Subchapter 551.072 & 551.074. The Board and Superintendent will discuss:
 - A. Personnel
 - B. Land
3. Pledge of Allegiance
4. Invocation
5. Introduction and Roll Call
6. Superintendent Spotlight
 - A. Introduction of new Little Elm High School Principal
Presenter: Asheley Brown
 - B. Introduction of new Director for Counseling Services
Presenter: Asheley Brown
7. Reports of the Superintendent
 - A. 2022-23 Campus and District Preliminary STAAR Scores Report
Presenter: Michael Lamb
 - B. 2023-2024 First Day of School Summary
Presenter: Donnie Bartlett
 - C. Cell Phone Policy
Presenter: Michael Lamb
8. Citizen Input
Audience participation shall be permitted at regular Board meetings and shall be limited to the public comment portion designated for that purpose
9. Approval of Minutes
 - A. Consider approval of Special Board Meeting Minutes - July 18, 2023 4
Presenter: Sonia S. Flores
 - B. Consider approval of Regular Board Meeting Minutes - July 24, 2023 7
Presenter: Sonia S. Flores
10. Action Items

A. Consider approval of House Bill 3 Requirements	11
Presenter: Clint Miller	
B. Consider approval of Update to FNF (Local) - Student Rights and Responsibilities: Investigations and Searches	54
Presenter: DeLeon English	
11. Consent Agenda	
A. Consider approval of the Off-Campus Physical Education Sites	72
Presenter: Dr. Penny Tramel	
B. Consider approval of the Texas A&M Agrilife Extension Adjunct Faculty Resolution	78
Presenter: Dr. Penny Tramel	
C. Consider approval of the 2023-2024 Employee Handbook	89
Presenter: Asheley Brown	
D. Consider approval of the T-TESS Appraisers and Appraisal Calendar	176
Presenter: Renee Pentecost	
E. Consider approval of Little Elm ISD Expenditures over \$100,000 Summary Report	179
Presenter: Shay Adams	
F. Consider approval of Little Elms ISD Interlocal Summary Report	181
Presenter: Shay Adams	
G. Consider approval of the Financial Reports - June 2023	
Presenter: Jesse Wyse	
12. Board President Comments	
Presenter: Jason Olson	
13. Board Comments	
14. Superintendent Comments	
15. Adjournment	

If, during the course of the meeting, the Board of Trustees should determine that a closed meeting should be conducted, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq. The meeting will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section:

551.071	Private consultation with the Board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.075	To confer with employees of the school district to receive information or to ask questions.
551.076	Considering the deployment, specific occasions, for or implementation of security personnel or devices.
551.082	Considering discipline of a public school child, or complaint or charge against personnel.
551.0821	Considering personally identifiable information about public school student.

- 551.083 Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employees groups,
- 551.084 Excluding witnesses from a hearing.

Before any closed meeting is convened, the presiding officer will publicly identify the section or sections or the Act authorizing the closed meeting.

Should any final action, final decision, or final vote be required in the opinion of the School Board with regard to any matter considered in such closed or executive session, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting, or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

Superintendent

Original copy of this agenda was posted on the bulletin board at the Little Elm ISD Administration Building 72 hours prior to the scheduled meeting.

Sonia S. Flores

Board Agenda Item

Little Elm Independent School District

300 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
8-21-2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	SPECIAL BOARD MEETING MINUTES - 7/18/2023.				
Presenter or Contact Person:	Sonia S. Flores				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Board Meeting Minutes for July 18, 2023.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Meeting Minutes				
Recommendation:	The Administration recommends the approval of the Special Board Meeting Minutes for July 18, 2023.				
Motion:	I move that the Board approve the attached Special Board Meeting Minutes for July 18, 2023.				

Minutes of Special Meeting

The Board of Trustees Little Elm ISD

A Special Meeting of the Board of Trustees of Little Elm ISD will be held July 18, 2023, beginning at 6:00 PM in the Little Elm ISD Administration Building.

PRESENT: President Jason Olson, Vice President Mary Watkins, Secretary DeLeon English, Trustee David Montemayor, Trustee Alejandro Flores, Trustee Jeff Burton, and Superintendent Michael Lamb.

ABSENT: Trustee Ken Beber.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. Call to Order Open Session in the Board Room at Little Elm ISD Administration Building on 400 Lobo Lane, Little Elm, Texas 75068. Board President Jason Olson called the meeting to order at 6:00 pm.
2. The Board recessed into Closed Meeting at 6:00 pm in the Board Support Conference Room as permitted by the Texas Open Meetings Act Code Subchapter 551.072 & 551.074. The Board and Superintendent discussed:
 - A. Personnel
 - B. LandThe Board reconvened at 7:18 pm.
3. Introduction and Roll Call
Ms. Sonia S. Flores took roll call.
4. Citizen Input
Audience participation shall be permitted at regular Board meetings and shall be limited to the public comment portion designated for that purpose
There was no citizen input.
5. Action Items
 - A. Consider approval of Hiring of Director for Counseling Services
Ms. Asheley Brown approached the Board about this item. Secretary DeLeon English made the first motion to approve as discussed in closed session. Vice President Mary Watkins seconded the motion. The motion passed (6-0).
Ms. Asheley Brown named Ms. Jessica Coffield as the new Director for Counseling Services.
 - B. Consider approval of Hiring of Little Elm High School Principal
Ms. Asheley Brown briefed the Board about this item. Vice President Mary Watkins made the first motion to approve as discussed in closed session. Secretary DeLeon English seconded the motion. The Motion passed (6-0).

Ms. Asheley Brown named Dr. Justin Barrett as the new Little Elm High School Principal.

6. Adjournment

Trustee David Montemayor made the first motion to adjourn the meeting. Secretary DeLeon English seconded the motion. The motion passed (6-0).

The meeting adjourned at 7:21 pm.

Board Agenda Item

Little Elm Independent School District

300 Lobo Lane

Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 8-21-2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	REGULAR BOARD MEETING MINUTES - 7/24/2023.				
Presenter or Contact Person:	Sonia S. Flores				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Board Meeting Minutes for July 24, 2023.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Meeting Minutes				
Recommendation:	The Administration recommends the approval of the Regular Board Meeting Minutes for July 24, 2023.				
Motion:	I move that the Board approve the attached Regular Board Meeting Minutes for July 24, 2023.				

Minutes of Regular Meeting

The Board of Trustees Little Elm ISD

A Regular Meeting of the Board of Trustees of Little Elm ISD will be held July 24, 2023, beginning at 6:00 PM in the Little Elm ISD Administration Building.

PRESENT: President Jason Olson, Vice President Mary Watkins, Secretary DeLeon English, Trustee Ken Beber, Trustee David Montemayor, Trustee Jeff Burton, and Superintendent Michael Lamb.

ABSENT: Trustee Alejandro Flores.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. Call to Order Open Session in the Board Room at Little Elm ISD Administration Building on 400 Lobo Lane, Little Elm, Texas 75068. Board President Jason Olson called the meeting to order at 6:00 pm.
2. The Board recessed into Closed Meeting at 6:00 pm in the Board Support Conference Room as permitted by the Texas Open Meetings Act Code Subchapter 551.072 & 551.074. The Board and Superintendent discussed:
 - A. Personnel
 - B. LandThe Board reconvened at 7:00 pm.
3. Pledge of Allegiance
The Board led those present to The Pledges of The United States Flag and The Texas Flag.
4. Invocation
There was no invocation.
5. Introduction and Roll Call
Ms. Sonia S. Flores took roll call.
6. Superintendent Spotlight
 - A. Introduction of New Deputy Superintendent
Ms. Asheley Brown introduced Mr. Donald Bartlett as the new Deputy Superintendent.
 - B. Introduction of New Director of Accountability
Ms. Asheley Brown introduced Mr. Jason Evans as the new Director of Accountability.
 - C. Introduction of New Director for Academic Programs
Ms. Asheley Brown introduced Ms. Kim Chow-Jackson as the new Director for Academic Programs.
7. Citizen Input
Audience participation shall be permitted at regular Board meetings and shall be limited to the public comment portion designated for that purpose
Mr. Dan Blackwood – Finance Misc.

8. Approval of Minutes

A. Consider approval of Regular Board Meeting Minutes - June 26, 2023

Ms. Sonia S. Flores shared this item with the Board. Vice President Mary Watkins made the first motion to approve as submitted. Trustee Jeff Burton seconded the motion. The motion passed (4-2). Trustees English and Montemayor abstained from the vote.

B. Consider approval of Hearing Meeting Minutes - June 26, 2023

Ms. Sonia S. Flores briefed the Board about this item. Vice President Mary Watkins made the first motion to approve this item. Trustee Ken Beber seconded the motion. The motion passed (4-2). Trustees English and Montemayor abstained from the vote.

9. Action Items

A. Consider approval of TASB Endorsement Form - TASB Director Candidates

President Jason Olson briefed the Board about this item. After discussion among the Board, they decided to endorse Mr. John Classe.

Secretary DeLeon English made the motion to approve. Trustee David Montemayor seconded the motion. The motion passed (5-1). Trustee Jeff Burton abstained from the vote.

B. Consider approval of TASA/TASB Delegate

President Jason Olson approached the Board about this item. Vice President Mary Watkins made the first motion to nominate Ken Beber as the TASA/TAS Delegate.

Trustee Jeff Burton seconded the motion. The motion passed (6-0). Secretary DeLeon English made the first motion to nominate Vice President Mary Watkins as the backup. Trustee Ken Beber seconded the motion. The motion passed (6-0).

C. Consider approval of TASB Risk Management Fund

Ms. Shay Adams briefed this item to the Board. This is to approve the TASB Risk Management Fund Contribution & Coverage Summary.

Vice President Mary Watkins made the first motion to approve this item as submitted. Secretary DeLeon English seconded the motion. The motion passed (6-0).

10. Consent Agenda

A. Consider approval of 2023-2024 Student Code of Conduct

This item was pulled from the consent agenda and after further discussion, Vice President Mary Watkins made the first motion to approve. Secretary DeLeon English seconded the motion. The motion passed (6-0).

B. Consider approval of Financial Reports - May 2023

Consider approval of Little Elm ISD Interlocal Summary Report

C. Consider approval of Little Elm ISD Expenditures over \$100,000 Summary Report

This item was pulled from the consent agenda. Ms. Shay Adams informed the Board of a change on the attachment. Secretary DeLeon English made the motion to approve and Trustee Jeff Burton seconded the motion. The motion passed (6-0).

D. Consider approval of Proposal #2019-002 Food Catering Services

E. Consider approval of High School Bistro Upgrades

F. Consider approval of High School Indoor Athletic Facility Close-Out

G. Consider approval of High School Concrete Slab for Food Trailer

Trustee David Montemayor made the first motion to approve the consent agenda with the exception of items A and D. Secretary DeLeon English seconded the motion. The motion passed (6-0).

11. Board President Comments

President Jason Olson thanked the staff for attending the meeting and reminded the Board about Convocation on August 2.

12. Board Comments

Trustee Ken Beber welcomed new staff to LEISD.

Trustee David Montemayor is excited to see new faces.

Vice President Mary Watkins welcomed our new faces to our Family.

Secretary DeLeon English is looking forward to a new year.

Trustee Jeff Burton loved the tour of LEISD.

13. Superintendent Comments

Mr. Michael Lamb thanked Ms. Chow-Jackson for the tour. Mr. Lamb thanks the Board for the opportunity.

14. Adjournment

Vice President Mary Watkins made the first motion to adjourn. Secretary DeLeon English seconded the motion. The motion passed (6-0). The meeting adjourned at 7:32 pm.

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 08-21-2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	HOUSE BILL 3 REQUIREMENTS				
Presenter or Contact Person:	Clint Miller, Director for Safety and Student Services				
Policy/Code:	House Bill 3				
Strategic Plan Goal:	NA				
Summary:	<p>The recently adopted House Bill 3 has amended Chapter 37 of the Texas Education Code by adding Section 37.0814. This requires each district campus to house an armed security guard during regular school hours. House Bill 3 also includes several good cause exceptions. These exceptions are listed in the attached document. The board of trustees of a school district must develop and maintain documentation of the district's implementation of and compliance with this section, including documentation related to a good cause exception claimed under Subsection ©, and shall, if requested by the agency, provide that documentation to the agency in the manner prescribed by the agency.</p>				
Financial Implications:	Anywhere from \$106,000 - \$136,000 for an additional SRO unless the board of trustees claims a good cause exception.				
Attachments:	Copy of House Bill 3 and Proposed Resolution for the board to consider.				

Recommendation: | The Administration recommends that the Board adopts a resolution in regards to the armed security guard requirement set forth by House Bill 3.

Motion: | I move the Board adopt a resolution in regards to the armed security guard requirement set forth by House Bill 3.

RESOLUTION

WHEREAS, Little Elm ISD is a public school district located in the State of Texas who is subject to the laws of the Texas Education Code; and

WHEREAS the Texas Legislature has declared that the board of trustees of each school district shall determine the appropriate number of armed security officers for each district campus.

WHEREAS, Little Elm ISD is a school district that is unable to fund and find the personnel to place an armed district peace officer, school resource officer, or commissioned peace officer on every campus; and

WHEREAS, the Texas Legislature permits board of trustees of a school district that claims a good cause exception under Subsection(c) to develop an alternative standard with which the district is able to comply, which *may* include providing a person to act as a security officer who is a school marshal or a person eligible under a guardian program, and;

WHEREAS, the Little Elm ISD Board of Trustees has adopted policy CKC (LOCAL), related to emergency plans and security measures; now

THEREFORE, BE IT RESOLVED

THAT, by virtue of this Resolution, Little Elm ISD claims a good cause exception under Texas Education Code 37.0814(c); and be it further **RESOLVED**

THAT Little Elm ISD shall, to comply with the spirit of the law of Texas Education Code 37.0814:

- Ensure that any armed peace officer/school resource officer may be in charge of a maximum of two campuses of which the campuses shall be within one mile apart. The officer shall patrol the full day between the two campuses and be reachable by both campus's principals at all times; or
- Maintain a marshal program under Tex. Educ. Code Section 37.0811; or
- Maintain a guardian program under their CKC(LOCAL) policy, internal policies, and the district shall ensure that individuals participating in the Guardian Program have completed school safety training provided by a qualified handgun instructor certified in school safety under Texas Government Code Section 411.1901 and carries their handgun in accordance with the written regulations of the Guardian Program; or
- Actively attempt to recruit officers to become school resource officers or district police officers. The job posting shall be maintained by the district, and once the position is filled by a qualified candidate the district shall maintain one officer per campus; or

- Contract with a security services contractor licensed under Chapter 1702, Occupations Code, for the provision of a commissioned security officer, as defined by Section 1702.002, Occupations Code, who has completed the Level II or III training course required by the Department of Public Safety; or
- Enter into a memorandum of understanding with the local police department, who shall give the district as many officers as are available to cover the district. If this is less than one per campus, the officers shall maintain records with the district to show which campuses they patrol during a given day, at which time TEA may inspect these records if requested; and be it further **RESOLVED**

THAT this Resolution be filed and maintained with the official records of Little Elm ISD and will be included in the required documentation maintained by the district to show compliance with the law.

APPROVED BY A VOTE OF __ TO __ ON _____, 2023.

Board President

Board Secretary

AN ACT

relating to measures for ensuring public school safety, including the development and implementation of purchases relating to and funding for public school safety and security requirements and the provision of safety-related resources.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 7.028(a), Education Code, is amended to read as follows:

(a) Except as provided by Section 21.006(k), 22.093(l), 22.096, 28.006, 29.001(5), 29.010(a), 33.006(h), 37.1083, 37.1084, 38.003, or 39.003, the agency may monitor compliance with requirements applicable to a process or program provided by a school district, campus, program, or school granted charters under Chapter 12, including the process described by Subchapter F, Chapter 11, or a program described by Subchapter B, C, D, E, F, H, or I, Chapter 29, or Subchapter A, Chapter 37, only as necessary to ensure:

(1) compliance with federal law and regulations;

(2) financial accountability, including compliance with grant requirements;

(3) data integrity for purposes of:

(A) the Public Education Information Management System (PEIMS); and

(B) accountability under Chapters 39 and 39A; and

1 (4) qualification for funding under Chapter 48.

2 SECTION 2. Sections 7.061(b) and (c), Education Code, are
3 amended to read as follows:

4 (b) The commissioner shall adopt or amend rules as necessary
5 to ensure that facilities [~~building~~] standards for new and existing
6 instructional facilities and other school district and
7 open-enrollment charter school facilities, including construction
8 quality, performance, operational, and other standards related to
9 the safety and security of school facilities, provide a secure and
10 safe environment. In adopting or amending rules under this
11 section, the commissioner shall include the use of best practices
12 for:

13 (1) the design and construction of new facilities; and

14 (2) the improvement, renovation, and retrofitting of
15 existing facilities.

16 (c) Not later than September 1 of each even-numbered year,
17 the commissioner shall review all rules adopted or amended under
18 this section and amend the rules as necessary to ensure that
19 facilities [~~building~~] standards for school district and
20 open-enrollment charter school facilities continue to provide a
21 secure and safe environment. The commissioner shall, in
22 consultation with the Texas School Safety Center, identify and
23 adopt any changes recommended under Section 37.221.

24 SECTION 3. Subchapter B, Chapter 8, Education Code, is
25 amended by adding Section 8.064 to read as follows:

26 Sec. 8.064. SCHOOL SAFETY SUPPORT. (a) A regional
27 education service center shall act as a school safety resource,

1 using materials and resources developed by the Texas School Safety
2 Center or the agency in accordance with Chapter 37, for school
3 districts and open-enrollment charter schools in the region served
4 by the center. The center may assist a school district or
5 open-enrollment charter school directly or in collaboration with
6 the Texas School Safety Center and local law enforcement agencies,
7 as applicable:

8 (1) in developing and implementing a multihazard
9 emergency operations plan under Section 37.108;

10 (2) in establishing a school safety and security
11 committee under Section 37.109;

12 (3) in conducting emergency school drills and
13 exercises;

14 (4) in addressing deficiencies in campus security
15 identified by a school safety review team under Section 37.1084;
16 and

17 (5) by providing guidance on any other matter relating
18 to school safety and security.

19 (b) A regional education service center:

20 (1) shall provide assistance as necessary to the
21 region's school safety review team established under Section
22 37.1084; and

23 (2) may provide assistance as necessary to school
24 districts and open-enrollment charter schools in the region served
25 by the center through the direct provision of positive behavioral
26 interventions and supports to a student enrolled in one of those
27 districts or schools to mitigate or prevent future harmful,

1 threatening, or violent behavior by the student.

2 SECTION 4. Section 12.104(b), Education Code, as amended by
3 Chapters 542 (S.B. 168), 887 (S.B. 1697), 915 (H.B. 3607), 974 (S.B.
4 2081), and 1046 (S.B. 1365), Acts of the 87th Legislature, Regular
5 Session, 2021, is reenacted and amended to read as follows:

6 (b) An open-enrollment charter school is subject to:

7 (1) a provision of this title establishing a criminal
8 offense;

9 (2) the provisions in Chapter 554, Government Code;
10 and

11 (3) a prohibition, restriction, or requirement, as
12 applicable, imposed by this title or a rule adopted under this
13 title, relating to:

14 (A) the Public Education Information Management
15 System (PEIMS) to the extent necessary to monitor compliance with
16 this subchapter as determined by the commissioner;

17 (B) criminal history records under Subchapter C,
18 Chapter 22;

19 (C) reading instruments and accelerated reading
20 instruction programs under Section 28.006;

21 (D) accelerated instruction under Section
22 28.0211;

23 (E) high school graduation requirements under
24 Section 28.025;

25 (F) special education programs under Subchapter
26 A, Chapter 29;

27 (G) bilingual education under Subchapter B,

1 Chapter 29;

2 (H) prekindergarten programs under Subchapter E
3 or E-1, Chapter 29, except class size limits for prekindergarten
4 classes imposed under Section 25.112, which do not apply;

5 (I) extracurricular activities under Section
6 33.081;

7 (J) discipline management practices or behavior
8 management techniques under Section 37.0021;

9 (K) health and safety under Chapter 38;

10 (L) the provisions of Subchapter A, Chapter 39;

11 (M) public school accountability and special
12 investigations under Subchapters A, B, C, D, F, G, and J, Chapter
13 39, and Chapter 39A;

14 (N) the requirement under Section 21.006 to
15 report an educator's misconduct;

16 (O) intensive programs of instruction under
17 Section 28.0213;

18 (P) the right of a school employee to report a
19 crime, as provided by Section 37.148;

20 (Q) bullying prevention policies and procedures
21 under Section 37.0832;

22 (R) the right of a school under Section 37.0052
23 to place a student who has engaged in certain bullying behavior in a
24 disciplinary alternative education program or to expel the student;

25 (S) the right under Section 37.0151 to report to
26 local law enforcement certain conduct constituting assault or
27 harassment;

1 (T) a parent's right to information regarding the
2 provision of assistance for learning difficulties to the parent's
3 child as provided by Sections 26.004(b)(11) and 26.0081(c) and (d);

4 (U) establishment of residency under Section
5 25.001;

6 (V) school safety requirements under Sections
7 37.0814, 37.108, 37.1081, 37.1082, 37.1083, 37.1084, 37.1085,
8 37.1086, 37.109, 37.113, 37.114, 37.1141, 37.115, 37.207, and
9 37.2071 and Subchapter J, Chapter 37;

10 (W) the early childhood literacy and mathematics
11 proficiency plans under Section 11.185;

12 (X) the college, career, and military readiness
13 plans under Section 11.186; and

14 (Y) [~~(X)~~] parental options to retain a student
15 under Section 28.02124.

16 SECTION 5. Subchapter 2, Chapter 22, Education Code, is
17 amended by adding Section 22.904 to read as follows:

18 Sec. 22.904. MENTAL HEALTH TRAINING. (a) Except as
19 otherwise provided by this section, a school district shall require
20 each district employee who regularly interacts with students
21 enrolled at the district to complete an evidence-based mental
22 health training program designed to provide instruction to
23 participants regarding the recognition and support of children and
24 youth who experience a mental health or substance use issue that may
25 pose a threat to school safety.

26 (b) A school district may not require a district employee
27 who has previously completed mental health training offered by a

1 local mental health authority under Section 1001.203, Health and
2 Safety Code, to complete the training required by this section.

3 (c) From funds appropriated for the purpose, the agency
4 shall provide an allotment to each school district to assist the
5 district in complying with this section. The amount of an allotment
6 provided to a school district under this subsection may not exceed
7 the costs incurred by the district for employees' travel, training
8 fees, and compensation for the time spent completing the training
9 required by this section. The agency may proportionally reduce
10 each district's allotment if the amount appropriated is
11 insufficient to pay for all costs incurred by districts under this
12 subsection.

13 (d) The State Board for Educator Certification shall
14 propose rules allowing an educator to receive credit toward the
15 educator's continuing education requirements under Section
16 21.054(g) for the educator's participation in mental health
17 training under this section.

18 (e) The commissioner shall adopt rules to implement this
19 section, including rules specifying the training fees and travel
20 expenses subject to reimbursement under Subsection (c).

21 SECTION 6. Section 25.002(a), Education Code, is amended to
22 read as follows:

23 (a) If a parent or other person with legal control of a child
24 under a court order enrolls the child in a public school, the parent
25 or other person or the school district in which the child most
26 recently attended school shall furnish to the school district:

27 (1) the child's birth certificate or another document

1 suitable as proof of the child's identity;

2 (2) a copy of the child's records from the school the
3 child most recently attended if the child has been previously
4 enrolled in a school in this state or another state, including for a
5 child who most recently attended a public school in this state, a
6 copy of the child's disciplinary record and any threat assessment
7 involving the child's behavior conducted under Section 37.115; and

8 (3) a record showing that the child has the
9 immunizations as required under Section 38.001, in the case of a
10 child required under that section to be immunized, proof as
11 required by that section showing that the child is not required to
12 be immunized, or proof that the child is entitled to provisional
13 admission under that section and under rules adopted under that
14 section.

15 SECTION 7. Section 25.036, Education Code, is amended by
16 adding Subsection (c) to read as follows:

17 (c) In the case of a transfer under this section, a child's
18 school district of residence shall provide the receiving district
19 with the child's disciplinary record and any threat assessment
20 involving the child's behavior conducted under Section 37.115.

21 SECTION 8. Section 37.081, Education Code, is amended by
22 amending Subsection (a) and adding Subsections (a-1), (a-2), (a-3),
23 and (a-4) to read as follows:

24 (a) The board of trustees of any school district may:
25 (1) employ or contract with security personnel;
26 (2) [7] enter into a memorandum of understanding with
27 a local law enforcement agency or a county or municipality that is

1 the employing political subdivision of commissioned peace officers
2 for the provision of school resource officers;

3 (3) for the purposes of providing security personnel,
4 contract with a security services contractor licensed under Chapter
5 1702, Occupations Code, for the provision of a commissioned
6 security officer, as defined by Section 1702.002, Occupations Code,
7 who has completed the Level II or III training course required by
8 the Department of Public Safety; [7] and

9 (4) commission peace officers to carry out this
10 subchapter.

11 (a-1) [If a board of trustees authorizes a person employed
12 as security personnel to carry a weapon, the person must be a
13 commissioned peace officer.] The jurisdiction of a peace officer,
14 a school resource officer, or security personnel under this section
15 shall be determined by the board of trustees and may include all
16 territory in the boundaries of the school district and all property
17 outside the boundaries of the district that is owned, leased, or
18 rented by or otherwise under the control of the school district and
19 the board of trustees that employ or contract with, as applicable,
20 the peace officer or security personnel or that enter into a
21 memorandum of understanding for the provision of a school resource
22 officer.

23 (a-2) A memorandum of understanding for the provision of
24 school resource officers entered into under Subsection (a) must:

25 (1) be in the form of an interlocal contract under
26 Chapter 791, Government Code; and

27 (2) use a proportionate cost allocation methodology to

1 address any costs or fees incurred by the school district or the
2 local law enforcement agency, county, or municipality, as
3 applicable.

4 (a-3) The cost allocation methodology used under Subsection
5 (a-2)(2) may allow a local law enforcement agency, county, or
6 municipality, as applicable, to recoup direct costs incurred as a
7 result of the contract but may not allow the agency, county, or
8 municipality to profit under the contract.

9 (a-4) A school district, local law enforcement agency,
10 county, or municipality that enters into a memorandum of
11 understanding under Subsection (a) may seek funding from federal,
12 state, and private sources to support the cost of providing school
13 resource officers under this section.

14 SECTION 9. Section 37.0812(a), Education Code, is amended
15 to read as follows:

16 (a) A school district peace officer or school resource
17 officer shall complete an active shooter response training program
18 approved by the Texas Commission on Law Enforcement at least once in
19 each four-year period.

20 SECTION 10. Subchapter C, Chapter 37, Education Code, is
21 amended by adding Section 37.0814 to read as follows:

22 Sec. 37.0814. ARMED SECURITY OFFICER REQUIRED. (a) The
23 board of trustees of each school district shall determine the
24 appropriate number of armed security officers for each district
25 campus. The board must ensure that at least one armed security
26 officer is present during regular school hours at each district
27 campus.

1 (b) A security officer described by Subsection (a) must be:

2 (1) a school district peace officer;

3 (2) a school resource officer; or

4 (3) a commissioned peace officer employed as security
5 personnel under Section 37.081.

6 (c) If the board of trustees of a school district is unable
7 to comply with this section, the board may claim a good cause
8 exception from the requirement to comply with this section if the
9 district's noncompliance is due to the availability of:

10 (1) funding; or

11 (2) personnel who qualify to serve as a security
12 officer described by Subsection (a).

13 (d) The board of trustees of a school district that claims a
14 good cause exception under Subsection (c) must develop an
15 alternative standard with which the district is able to comply,
16 which may include providing a person to act as a security officer
17 who is:

18 (1) a school marshal; or

19 (2) a school district employee or a person with whom
20 the district contracts who:

21 (A) has completed school safety training
22 provided by a qualified handgun instructor certified in school
23 safety under Section 411.1901, Government Code; and

24 (B) carries a handgun on school premises in
25 accordance with written regulations or written authorization of the
26 district under Section 46.03(a)(1)(A), Penal Code.

27 (e) The board of trustees of a school district must develop

1 and maintain documentation of the district's implementation of and
2 compliance with this section, including documentation related to a
3 good cause exception claimed under Subsection (c), and shall, if
4 requested by the agency, provide that documentation to the agency
5 in the manner prescribed by the agency.

6 SECTION 11. Subchapter C, Chapter 37, Education Code, is
7 amended by adding Section 37.089 to read as follows:

8 Sec. 37.089. ROLE OF PERSONS CARRYING A FIREARM ON SCHOOL
9 GROUNDS. (a) Subject to Subsection (b), a person permitted to carry
10 a firearm on the campus of a school district may not perform the
11 routine law enforcement duties of a peace officer, including making
12 arrests, unless the duty is performed in response to an emergency
13 that poses a threat of death or serious bodily injury to a student,
14 school district employee, or other individual at the district
15 campus.

16 (b) Subsection (a) does not apply to a commissioned peace
17 officer who is assigned law enforcement duties that are included in
18 campus and district documents describing the role of peace officers
19 in the district as required by Section 37.081(d).

20 SECTION 12. Section 37.108, Education Code, is amended by
21 amending Subsections (a), (b), and (f) and adding Subsection (h) to
22 read as follows:

23 (a) Each school district or public junior college district
24 shall adopt and implement a multihazard emergency operations plan
25 for use in the district's facilities. The plan must address
26 prevention, mitigation, preparedness, response, and recovery as
27 defined by the Texas School Safety Center in conjunction with the

1 governor's office of homeland security, ~~and~~ the commissioner of
2 education, and the ~~or~~ commissioner of higher education~~, as~~
3 ~~applicable~~. The plan must provide for:

4 (1) training in responding to an emergency for
5 district employees, including substitute teachers;

6 (2) measures to ensure district employees, including
7 substitute teachers, have classroom access to a telephone,
8 including a cellular telephone, or another electronic
9 communication device allowing for immediate contact with district
10 emergency services or emergency services agencies, law enforcement
11 agencies, health departments, and fire departments;

12 (3) measures to ensure district communications
13 technology and infrastructure are adequate to allow for
14 communication during an emergency;

15 (4) if the plan applies to a school district,
16 mandatory school drills and exercises, including drills required
17 under Section 37.114, to prepare district students and employees
18 for responding to an emergency;

19 (5) measures to ensure coordination with the
20 Department of State Health Services and local emergency management
21 agencies, law enforcement, health departments, and fire
22 departments in the event of an emergency; ~~and~~

23 (6) the implementation of a safety and security audit
24 as required by Subsection (b); and

25 (7) any other requirements established by the Texas
26 School Safety Center in consultation with the agency and relevant
27 local law enforcement agencies.

1 (b) At least once every three years, each school district or
2 public junior college district shall conduct a safety and security
3 audit of the district's facilities. A [To the extent possible, a]
4 district, or a person included in the registry established by the
5 Texas School Safety Center under Section 37.2091 who is engaged by
6 the district to conduct a safety and security audit, shall follow
7 safety and security audit procedures developed by the Texas School
8 Safety Center in coordination with the commissioner of education or
9 commissioner of higher education, as applicable [~~or a person~~
10 ~~included in the registry established by the Texas School Safety~~
11 ~~Center under Section 37.2091~~].

12 (f) A school district shall include in its multihazard
13 emergency operations plan:

14 (1) a chain of command that designates the individual
15 responsible for making final decisions during a disaster or
16 emergency situation and identifies other individuals responsible
17 for making those decisions if the designated person is unavailable;

18 (2) provisions that address physical and
19 psychological safety for responding to a natural disaster, active
20 shooter, and any other dangerous scenario identified for purposes
21 of this section by the agency or the Texas School Safety Center;

22 (3) provisions for ensuring the safety of students in
23 portable buildings;

24 (4) provisions for ensuring that students and district
25 personnel with disabilities are provided equal access to safety
26 during a disaster or emergency situation;

27 (5) provisions for providing immediate notification

1 to parents, guardians, and other persons standing in parental
2 relation in circumstances involving a significant threat to the
3 health or safety of students, including identification of the
4 individual with responsibility for overseeing the notification;

5 (6) provisions for supporting the psychological
6 safety of students, district personnel, and the community during
7 the response and recovery phase following a disaster or emergency
8 situation that:

9 (A) are aligned with best practice-based
10 programs and research-based practices recommended under Section
11 [38.351](#);

12 (B) include strategies for ensuring any required
13 professional development training for suicide prevention and
14 grief-informed and trauma-informed care is provided to appropriate
15 school personnel;

16 (C) include training on integrating
17 psychological safety and suicide prevention strategies into the
18 district's plan, such as psychological first aid for schools
19 training, from an approved list of recommended training established
20 by the commissioner and Texas School Safety Center for:

21 (i) members of the district's school safety
22 and security committee under Section [37.109](#);

23 (ii) district school counselors and mental
24 health professionals; and

25 (iii) educators and other district
26 personnel as determined by the district;

27 (D) include strategies and procedures for

1 integrating and supporting physical and psychological safety that
2 align with the provisions described by Subdivision (2); and

3 (E) implement trauma-informed policies;

4 (7) a policy for providing a substitute teacher access
5 to school campus buildings and materials necessary for the
6 substitute teacher to carry out the duties of a district employee
7 during an emergency or a mandatory emergency drill; ~~and~~

8 (8) the name of each individual on the district's
9 school safety and security committee established under Section
10 37.109 and the date of each committee meeting during the preceding
11 year; and

12 (9) certification that the district is in compliance
13 with Section 37.117.

14 (h) The Texas School Safety Center and the agency shall
15 provide school safety-related data collected by the center or
16 agency to each other on request.

17 SECTION 13. Section 37.1081(a), Education Code, is amended
18 to read as follows:

19 (a) If the board of trustees of a school district receives
20 notice of noncompliance under Section 37.207(e) or 37.2071(d) or
21 (g) [~~37.2071(g)~~], the board shall hold a public hearing to notify
22 the public of:

23 (1) the district's failure to:

24 (A) submit or correct deficiencies in a
25 multihazard emergency operations plan; or

26 (B) report the results of a safety and security
27 audit to the Texas School Safety Center as required by law;

1 (2) the dates during which the district has not been in
2 compliance; and

3 (3) the names of each member of the board of trustees
4 and the superintendent serving in that capacity during the dates
5 the district was not in compliance.

6 SECTION 14. Subchapter D, Chapter 37, Education Code, is
7 amended by adding Sections 37.1083, 37.1084, 37.1085, 37.1086, and
8 37.1131 to read as follows:

9 Sec. 37.1083. AGENCY MONITORING OF SCHOOL DISTRICT SAFETY
10 AND SECURITY REQUIREMENTS. (a) The agency shall monitor the
11 implementation and operation of requirements related to school
12 district safety and security, including school district:

13 (1) multihazard emergency operations plans; and

14 (2) safety and security audits.

15 (b) The agency shall establish an office of school safety
16 and security within the agency that consists of individuals with
17 substantial expertise and experience in school or law enforcement
18 safety and security operations and oversight at the local, state,
19 or federal level to coordinate the agency's monitoring of school
20 district safety and security requirements under this section. The
21 director of the office is appointed by the governor and confirmed by
22 the senate and must report directly to the commissioner.

23 (c) The agency shall, in coordination with the Texas School
24 Safety Center and relevant local law enforcement agencies, provide
25 technical assistance to school districts to support the
26 implementation and operation of safety and security requirements.

27 (d) As part of the technical assistance provided under

1 Subsection (c), the agency shall conduct a detailed vulnerability
2 assessment of each school district on a random basis determined by
3 the agency once every four years. The assessment must:

4 (1) assess facility access controls, emergency
5 operations procedures, and other school safety requirements; and

6 (2) to the greatest extent practicable, coincide with
7 the safety and security audit required under Section 37.108.

8 (e) The agency shall use a rubric developed by the office of
9 school safety and security in collaboration with the Texas School
10 Safety Center to conduct a vulnerability assessment of a school
11 district under Subsection (d).

12 (f) On completion of a vulnerability assessment under
13 Subsection (d), the agency shall provide to the superintendent and
14 school safety and security committee established under Section
15 37.109 for the applicable school district a report on the results of
16 the assessment that includes recommendations and required
17 corrective actions to address any deficiencies in campus security
18 identified by the agency.

19 (g) The agency may engage a third party as necessary to
20 enable the agency to monitor the implementation and operation of
21 school district safety and security requirements under this
22 section.

23 (h) The agency may require a school district to submit
24 information necessary for the agency to monitor the implementation
25 and operation of school district safety and security requirements
26 under this section, including:

27 (1) notice of an event requiring a district's

1 emergency response including the discovery of a firearm on a
2 campus; and

3 (2) information regarding the district's response and
4 use of emergency operations procedures during an event described by
5 Subdivision (1).

6 (i) The agency may review school district records as
7 necessary to ensure compliance with this subchapter and Subchapter
8 G.

9 (j) Any document or information collected, identified,
10 developed, or produced relating to the monitoring of school
11 district safety and security requirements under this section is
12 confidential under Sections 418.177 and 418.181, Government Code,
13 and not subject to disclosure under Chapter 552, Government Code.

14 (k) The commissioner may adopt rules as necessary to
15 administer this section.

16 Sec. 37.1084. REGIONAL SCHOOL SAFETY REVIEW TEAMS. (a) In
17 this section:

18 (1) "Office" means the office of school safety and
19 security established under Section 37.1083.

20 (2) "Team" means a school safety review team
21 established under this section.

22 (b) The office shall establish a school safety review team
23 in each region served by a regional education service center. A
24 team shall annually conduct on-site general intruder detection
25 audits of school district campuses in the team's region. In
26 conducting an intruder detection audit, a team must:

27 (1) use a rubric developed by the office in

1 consultation with the Texas School Safety Center;

2 (2) not later than the seventh day before the date of a
3 scheduled audit, notify the superintendent of the school district
4 in which the campus being audited is located; and

5 (3) on completion of the audit, provide to the
6 superintendent and school safety and security committee
7 established under Section 37.109 for the school district in which
8 the campus is located a report on the results of the audit that
9 includes recommendations and required corrective actions to
10 address any deficiencies in campus security identified by the team.

11 (c) A regional education service center shall provide
12 support as necessary to assist the region's team in conducting
13 intruder detection audits under this section.

14 (d) A report produced by a team under this section is
15 confidential and not subject to disclosure under Chapter 552,
16 Government Code.

17 Sec. 37.1085. ASSIGNMENT OF CONSERVATOR FOR NONCOMPLIANCE
18 WITH SCHOOL SAFETY AND SECURITY REQUIREMENTS. (a) Except as
19 provided by Subsection (c), the commissioner may assign a
20 conservator under Chapter 39A if a school district fails to:

21 (1) submit to any required monitoring, assessment, or
22 audit under Section 37.1083 or 37.1084;

23 (2) comply with applicable safety and security
24 requirements; or

25 (3) address in a reasonable time period, as determined
26 by commissioner rule, issues raised by the agency's monitoring,
27 assessment, or audit of the district under Section 37.1083 or

1 37.1084.

2 (b) A conservator assigned to a district under this section
3 may exercise the powers and duties of a conservator under Section
4 39A.003 only to correct a failure identified under Subsection (a).

5 (c) This section does not apply to a school district's
6 failure to comply with Section 37.0814 or a good cause exception
7 claimed under that section.

8 Sec. 37.1086. GUIDELINES FOR MULTHAZARD EMERGENCY
9 OPERATIONS PLAN PROVISIONS FOR INDIVIDUALS WITH DISABILITIES OR
10 IMPAIRMENTS. (a) The agency shall establish guidelines for the
11 provisions in a school district's multihazard emergency operations
12 plan under Section 37.108(f)(4) to ensure the safety of students
13 and district personnel with disabilities or impairments during a
14 disaster or emergency situation, in consultation with:

- 15 (1) the Texas School Safety Center;
16 (2) regional education service centers;
17 (3) public school educators who work with students
18 with disabilities or impairments; and
19 (4) advocacy groups representing individuals with
20 disabilities or impairments.

21 (b) A school district must follow the guidelines
22 established by the agency under Subsection (a) in adopting and
23 implementing the district's multihazard emergency operations plan
24 under Section 37.108.

25 Sec. 37.1131. NOTIFICATION REGARDING VIOLENT ACTIVITY. (a)
26 The agency shall develop model standards for providing notice
27 regarding violent activity that has occurred or is being

1 investigated at a school district campus or other district facility
2 or at a district-sponsored activity to parents, guardians, and
3 other persons standing in parental relation to students who are
4 assigned to the campus, regularly use the facility, or are
5 attending the activity, as applicable. The standards must:

6 (1) include electronic notification through text
7 messaging and e-mail;

8 (2) provide an option for real-time notification; and

9 (3) protect student privacy.

10 (b) Each school district shall adopt a policy for providing
11 notice described by Subsection (a) in a manner that meets the
12 standards adopted under that subsection.

13 SECTION 15. Section 37.115, Education Code, is amended by
14 amending Subsection (c) and adding Subsection (j-1) to read as
15 follows:

16 (c) The board of trustees of each school district shall
17 establish a threat assessment and safe and supportive school team
18 to serve at each campus of the district and shall adopt policies and
19 procedures for the teams. The team is responsible for developing
20 and implementing the safe and supportive school program under
21 Subsection (b) at the district campus served by the team. The
22 policies and procedures adopted under this section must:

23 (1) be consistent with the model policies and
24 procedures developed by the Texas School Safety Center;

25 (2) require each team to complete training provided by
26 the Texas School Safety Center or a regional education service
27 center regarding evidence-based threat assessment programs; ~~and~~

1 (3) require each team established under this section
2 to report the information required under Subsection (k) regarding
3 the team's activities to the agency; and

4 (4) require each district campus to establish a clear
5 procedure for a student to report concerning behavior exhibited by
6 another student for assessment by the team or other appropriate
7 school employee.

8 (j-1) Materials and information provided to or produced by a
9 team during a threat assessment of a student under this section must
10 be maintained in the student's school record until the student's
11 24th birthday.

12 SECTION 16. Subchapter D, Chapter 37, Education Code, is
13 amended by adding Section 37.117 to read as follows:

14 Sec. 37.117. EMERGENCY RESPONSE MAP AND WALK-THROUGH. Each
15 school district and open-enrollment charter school shall provide to
16 the Department of Public Safety and all appropriate local law
17 enforcement agencies and emergency first responders:

18 (1) an accurate map of each district campus and school
19 building that is developed and documented in accordance with the
20 standards described by Section 37.351 related to developing site
21 and floor plans, access control, and exterior door numbering; and

22 (2) an opportunity to conduct a walk-through of each
23 district campus and school building using the map described by
24 Subdivision (1).

25 SECTION 17. Sections 37.2071(b), (c), (d), (f), (g), and
26 (h), Education Code, are amended to read as follows:

27 (b) A school district or public junior college district

1 shall submit its multihazard emergency operations plan to the
2 center:

3 (1) not later than the 30th day after the date [~~on~~
4 ~~request of~~] the center requests the submission; and

5 (2) in accordance with the center's review cycle
6 developed under Subsection (a).

7 (c) The center shall review each district's multihazard
8 emergency operations plan submitted under Subsection (b) and:

9 (1) verify the plan meets the requirements of Section
10 [37.108](#); or

11 (2) provide the district with written notice:

12 (A) describing the plan's deficiencies; [~~and~~]

13 (B) including specific recommendations to
14 correct the deficiencies; and

15 (C) stating that the district must correct the
16 deficiencies in its plan and resubmit the revised plan to the
17 center.

18 (d) If a district fails to submit its multihazard emergency
19 operations plan to the center for review following a notification
20 by the center that the district has failed to submit the district's
21 plan, the center shall provide the district with written notice
22 stating that the district must hold a public hearing under Section
23 [37.1081](#) [~~+~~

24 [~~(1) has failed to submit a plan, and~~

25 [~~(2) must submit a plan to the center for review and~~
26 ~~verification~~].

27 (f) If one month [~~three months~~] after the date of initial

1 notification of a plan's deficiencies under Subsection (c)(2) [~~or~~
2 ~~failure to submit a plan under Subsection (d)] a district has not
3 corrected the plan deficiencies [~~or has failed to submit a plan~~],
4 the center shall provide written notice to the district and agency
5 that the district has not complied with the requirements of this
6 section and must comply immediately.~~

7 (g) If a school district still has not corrected the plan
8 deficiencies three [~~or has failed to submit a plan six~~] months after
9 the date of initial notification under Subsection (c)(2) [~~or (d)~~],
10 the center shall provide written notice to the school district
11 stating that the district must hold a public hearing under Section
12 [37.1081](#).

13 (h) If a school district has failed to submit a plan, the
14 notice required by Subsection (d) [~~(g)~~] must state that the
15 commissioner is authorized to appoint a conservator under Section
16 [37.1082](#).

17 SECTION 18. Section [37.2091](#), Education Code, is amended by
18 adding Subsection (b-1) to read as follows:

19 (b-1) A school district must confirm that a person is
20 included in the registry established under Subsection (b) before
21 the district may engage the person to provide school safety or
22 security consulting services to the district.

23 SECTION 19. Subchapter [G](#), Chapter [37](#), Education Code, is
24 amended by adding Sections 37.221 and 37.222 to read as follows:

25 Sec. 37.221. FACILITIES STANDARDS REVIEW. (a) At least
26 once every five years, the center shall review the facilities
27 standards for instructional facilities adopted under Section [7.061](#)

1 and make recommendations to the commissioner regarding any changes
2 necessary to ensure that the facilities standards:

3 (1) reflect best practices for improving school safety
4 through the design and construction of school facilities; and

5 (2) are consistent with standards adopted under
6 Chapter 469, Government Code, regarding the elimination of
7 architectural barriers.

8 (b) The center and commissioner may consult with
9 stakeholders with relevant expertise regarding whether any updates
10 to requirements for the use of funds granted or allocated to school
11 districts for purposes of improving the safety and security of
12 school facilities are necessary to align with best practices.

13 (c) In updating facilities standards, the commissioner
14 shall:

15 (1) incorporate input from the center and stakeholders
16 with relevant expertise regarding best practices for standards
17 applicable to the design and construction of school facilities; and

18 (2) ensure the standards are updated as necessary to
19 ensure compliance with any changes to state law and local building
20 codes.

21 Sec. 37.222. RESOURCES ON SAFE FIREARM STORAGE. (a) The
22 center, in collaboration with the Department of Public Safety,
23 shall provide to each school district and open-enrollment charter
24 school information and other resources regarding the safe storage
25 of firearms for distribution by the district or school under
26 Subsection (b), including information on:

27 (1) the offense under Section 46.13, Penal Code; and

1 (2) ways in which parents and guardians can
2 effectively prevent children from accessing firearms.

3 (b) Each school district and open-enrollment charter school
4 shall provide the information and other resources described under
5 Subsection (a) to the parent or guardian of each student enrolled in
6 the district or school.

7 SECTION 20. Chapter 37, Education Code, is amended by
8 adding Subchapter J to read as follows:

9 SUBCHAPTER J. SAFETY AND SECURITY REQUIREMENTS FOR FACILITIES

10 Sec. 37.351. FACILITIES STANDARDS COMPLIANCE. (a) A school
11 district must ensure that each district facility complies with each
12 school facilities standard, including performance standards and
13 operational requirements, related to safety and security adopted
14 under Section 7.061 or provided by other law or agency rule.

15 (b) A school district must develop and maintain
16 documentation of the district's implementation of and compliance
17 with school safety and security facilities standards for each
18 district facility, including a good cause exception claimed under
19 Section 37.353, and shall, if requested by the agency, provide that
20 documentation to the agency in the manner prescribed by the agency.

21 Sec. 37.352. PURCHASING REQUIREMENTS. A school district
22 shall comply with all applicable state laws and rules relating to
23 procurement for district purchases relating to achieving
24 compliance with the facilities standards adopted under Section
25 7.061 or provided by other law or agency rule.

26 Sec. 37.353. GOOD CAUSE EXCEPTION. (a) If a school
27 district is unable to bring a district facility into compliance

1 with a school facilities standard related to safety and security,
2 the district may claim a good cause exception from the requirement
3 to comply with that standard, including for a reason related to:

4 (1) the age, physical design, or location of the
5 noncompliant facility;

6 (2) the projected remaining use or functional life of
7 the noncompliant facility;

8 (3) availability of funding; or

9 (4) supply chain obstacles.

10 (b) A school district that claims a good cause exception
11 under Subsection (a) must develop an alternative performance
12 standard with which the district is able to comply.

13 Sec. 37.354. FUNDING FOR FACILITIES STANDARDS COMPLIANCE.

14 (a) The commissioner may authorize a school district to use money
15 provided to the district for the purpose of improving school safety
16 and security, including the school safety allotment under Section
17 48.115 or any other funding or grant money available to the district
18 for that purpose, to comply with the requirements of this
19 subchapter.

20 (a-1) Funds appropriated in S.B. 30, Acts of the 88th
21 Legislature, Regular Session, 2023, or similar legislation, for the
22 purpose of improving school safety and security, may be used as
23 described by Subsection (a). This subsection expires September 1,
24 2026.

25 (b) The commissioner may adopt rules regarding safety and
26 security requirements with which a school district must comply to
27 receive funding or grant money available for the purpose of

1 improving school safety and security.

2 Sec. 37.355. CONFIDENTIALITY. (a) Any document or
3 information collected, identified, developed, or produced relating
4 to a safety or security requirement under this subchapter is
5 confidential under Sections 418.177 and 418.181, Government Code,
6 and not subject to disclosure under Chapter 552, Government Code.

7 (b) The commissioner may adopt rules as necessary to
8 administer this section.

9 SECTION 21. Section 38.022, Education Code, is amended by
10 amending Subsection (a) and adding Subsection (a-1) to read as
11 follows:

12 (a) A school district may require a person who enters
13 property under the district's control [~~a district campus~~] to
14 display the person's driver's license, [~~or~~] another form of
15 identification containing the person's photograph issued by a
16 governmental entity, or, if applicable, the person's district
17 employee or student identification card. The person must provide
18 the identification on request.

19 (a-1) A school district may eject a person from district
20 property if:

21 (1) the person refuses or fails to provide on request
22 identification described by Subsection (a); and

23 (2) it reasonably appears that the person has no
24 legitimate reason to be on district property.

25 SECTION 22. Subchapter E, Chapter 45, Education Code, is
26 amended by adding Section 45.1011 to read as follows:

27 Sec. 45.1011. USE OF BOND PROCEEDS FOR SCHOOL SAFETY

1 COMPLIANCE. (a) The proceeds of bonds issued by a school district
2 for the construction and equipment of school buildings in the
3 district and the purchase of the necessary sites for school
4 buildings may be used to pay the costs associated with complying
5 with school safety and security requirements for school facilities
6 in accordance with Section 37.351.

7 (b) This subsection applies to a school district that has
8 been determined by the agency, through the agency's monitoring of
9 safety and security requirements under Section 37.1083, to not be
10 in compliance with those requirements. Notwithstanding any other
11 law, a school district to which this subsection applies must use the
12 proceeds of bonds described by Subsection (a) to achieve compliance
13 with applicable safety and security requirements in accordance with
14 Section 37.351 before the district may use those proceeds for any
15 other authorized purpose.

16 SECTION 23. Section 48.115, Education Code, is amended by
17 amending Subsections (a) and (b) and adding Subsections (a-1),
18 (b-1), (b-2), (c-1), and (e) to read as follows:

19 (a) Except as provided by Subsection (a-1), [~~From funds~~
20 ~~appropriated for that purpose, the commissioner shall provide to~~] a
21 school district is entitled to an annual allotment equal to the sum
22 of the following amounts or a greater [~~in the~~] amount provided by
23 appropriation:

24 (1) \$10 for each student in average daily attendance,
25 plus \$1 for each student in average daily attendance per every \$50
26 by which the district's maximum basic allotment under Section
27 48.051 exceeds \$6,160, prorated as necessary; and

1 (2) \$15,000 per campus.

2 (a-1) A school district campus that provides only virtual
3 instruction or utilizes only facilities not subject to the
4 district's control is not included for purposes of determining a
5 school district's allotment under Subsection (a).

6 (b) Funds allocated under this section must be used to
7 improve school safety and security, including costs associated
8 with:

9 (1) securing school facilities in accordance with the
10 requirements of Section 37.351, including:

11 (A) improvements to school infrastructure;

12 (B) the use or installation of perimeter security
13 fencing conducive to a public school learning environment or
14 physical barriers, which may not include razor wire; ~~and~~

15 (C) exterior door and window safety and security
16 upgrades, including exterior door numbering and locking systems and
17 security film that provides resistance to a forced entry; and

18 (D) the purchase and maintenance of:

19 (i) security cameras and, if the district
20 has already installed security cameras, ~~or~~ other security
21 equipment, including video surveillance as provided by Section
22 29.022; and

23 (ii) technology, including communications
24 systems or devices, such as silent panic alert devices, two-way
25 radios, or wireless Internet booster equipment, that facilitates
26 communication and information sharing between students, school
27 personnel, and first responders in an emergency;

- 1 (2) providing security for the district, including:
- 2 (A) employing school district peace officers,
- 3 private security officers, and school marshals; and
- 4 (B) collaborating with local law enforcement
- 5 agencies, such as entering into a memorandum of understanding for
- 6 the assignment of school resource officers to schools in the
- 7 district;
- 8 (3) school safety and security measures [~~training and~~
- 9 ~~planning~~], including:
- 10 (A) active shooter and emergency response
- 11 training;
- 12 (B) prevention and treatment programs relating
- 13 to addressing adverse childhood experiences; and
- 14 (C) the prevention, identification, and
- 15 management of emergencies and threats, using evidence-based,
- 16 effective prevention practices and including:
- 17 (i) providing licensed counselors, social
- 18 workers, and individuals trained in restorative discipline and
- 19 restorative justice practices;
- 20 (ii) providing mental health personnel and
- 21 support;
- 22 (iii) providing behavioral health
- 23 services;
- 24 (iv) establishing threat reporting
- 25 systems; and
- 26 (v) developing and implementing programs
- 27 focused on restorative justice practices, culturally relevant

1 instruction, and providing mental health support; ~~and~~

2 (4) providing programs related to suicide prevention,
3 intervention, and postvention; and

4 (5) employing a school safety director and other
5 personnel to manage and monitor school safety initiatives and the
6 implementation of school safety requirements for the district.

7 (b-1) The agency may designate certain technologies that a
8 school district, in using funds allocated under this section, may
9 purchase only from a vendor approved by the agency.

10 (b-2) If the agency, in coordination with the Texas School
11 Safety Center, determines that entering into a statewide contract
12 with a vendor for the provision of a technology designated under
13 Subsection (b-1) would result in cost savings to school districts,
14 the agency may, after receiving approval from the Legislative
15 Budget Board and office of the governor, enter into a contract with
16 a vendor to provide the technology to each district that uses funds
17 allocated under this section to purchase that technology.

18 (c-1) The agency, or if designated by the agency, the Texas
19 School Safety Center, shall establish and publish a directory of
20 approved vendors of school safety technology and equipment a school
21 district may select from when using funds allocated under this
22 section. If a school district uses funds allocated under this
23 section to purchase technology or equipment from a vendor that is
24 not included in the directory, the district must solicit bids from
25 at least three vendors before completing the purchase.

26 (e) Notwithstanding any other law, a school district may use
27 funds allocated under this section to provide training to a person

1 authorized by the district to carry a firearm on a district campus.

2 SECTION 24. Subchapter Z, Chapter 411, Government Code, is
3 amended by adding Section 411.951 to read as follows:

4 Sec. 411.951. CONFIDENTIALITY OF IWATCHTEXAS COMMUNITY
5 REPORTING SYSTEM REPORTS. All suspicious activity reports and
6 school safety reports included in the iWatchTexas community
7 reporting system operated by the department are confidential and
8 not subject to disclosure under Chapter 552.

9 SECTION 25. Subchapter B, Chapter 85, Local Government
10 Code, is amended by adding Section 85.024 to read as follows:

11 Sec. 85.024. SCHOOL SAFETY MEETINGS. (a) The sheriff of a
12 county with a total population of less than 350,000 in which a
13 public school is located shall call and conduct semiannual meetings
14 to discuss:

- 15 (1) school safety;
- 16 (2) coordinated law enforcement response to school
17 violence incidents;
- 18 (3) law enforcement agency capabilities;
- 19 (4) available resources;
- 20 (5) emergency radio interoperability;
- 21 (6) chain of command planning; and
- 22 (7) other related subjects proposed by a person in
23 attendance at the meeting.

24 (b) The sheriff of a county to which this section applies in
25 which more than one public school is located is only required to
26 hold one semiannual meeting described by Subsection (a). This
27 subsection does not require public schools located within the same

1 county to adopt the same school safety policies.

2 (c) The following persons shall attend a meeting called
3 under Subsection (a):

4 (1) the sheriff or the sheriff's designee;

5 (2) the police chief of a municipal police department
6 in the county or the police chief's designee;

7 (3) each elected constable in the county or the
8 constable's designees;

9 (4) each police chief of a school district's police
10 department or school district security coordinator from each school
11 district located in the county;

12 (5) a representative of the Department of Public
13 Safety assigned to the county;

14 (6) a representative of each other state agency with
15 commissioned peace officers assigned to the county;

16 (7) a person appointed to a command staff position at
17 an emergency medical service in the county;

18 (8) a person appointed to a command staff position at a
19 municipal emergency medical service in the county;

20 (9) a person appointed to a command staff position at a
21 fire department in the county;

22 (10) the superintendent or the superintendent's
23 designee of each school district located in the county;

24 (11) the person who serves the function of
25 superintendent, or that person's designee, in each open-enrollment
26 charter school located in the county; and

27 (12) any other person the sheriff considers

1 appropriate.

2 (d) The sheriff shall invite any federal law enforcement
3 official serving in the county to attend the meeting.

4 (e) As soon as practicable after a meeting under Subsection
5 (a), the sheriff shall submit a report to the Texas School Safety
6 Center identifying the attendees of the meeting and the subjects
7 discussed. The Texas School Safety Center shall maintain the report
8 and make it publicly available on the center's Internet website.
9 The center may not make publicly available and shall redact any
10 parts of a report that the center determines may expose a safety
11 vulnerability of a school district facility.

12 SECTION 26. (a) As soon as practicable after the effective
13 date of this Act, the Texas Education Agency shall establish the
14 office of school safety and security and the governor shall appoint
15 the director of that office as required by Section 37.1083,
16 Education Code, as added by this Act.

17 (b) As soon as practicable after the office of school safety
18 and security has been established, the office shall establish
19 school safety review teams in each region served by a regional
20 education service center as required by Section 37.1084, Education
21 Code, as added by this Act.

22 SECTION 27. Section 45.1011, Education Code, as added by
23 this Act, applies only to a bond authorized to be issued at an
24 election held on or after the effective date of this Act.

25 SECTION 28. To the extent of any conflict, this Act prevails
26 over another Act of the 88th Legislature, Regular Session, 2023,
27 relating to nonsubstantive additions to and corrections in enacted

1 codes.

2 SECTION 29. (a) Section 7.028 and Chapter 37, Education
3 Code, as amended by this Act, apply beginning with the 2023-2024
4 school year.

5 (b) Notwithstanding Section 22.904, Education Code, as
6 added by this Act, a school district must require the district's
7 employees to complete the mental health training required under
8 that section as follows:

9 (1) at least 25 percent of the applicable district
10 employees before the beginning of the 2025-2026 school year;

11 (2) at least 50 percent of the applicable district
12 employees before the beginning of the 2026-2027 school year;

13 (3) at least 75 percent of the applicable district
14 employees before the beginning of the 2027-2028 school year; and

15 (4) 100 percent of the applicable district employees
16 before the beginning of the 2028-2029 school year.

17 SECTION 30. (a) Except as provided by Subsection (b) of
18 this section, this Act takes effect immediately if it receives a
19 vote of two-thirds of all the members elected to each house, as
20 provided by Section 39, Article III, Texas Constitution. If this
21 Act does not receive the vote necessary for immediate effect, this
22 Act takes effect September 1, 2023.

23 (b) Section 48.115, Education Code, as amended by this Act,
24 takes effect September 1, 2023.

President of the Senate

Speaker of the House

I certify that H.B. No. 3 was passed by the House on April 25, 2023, by the following vote: Yeas 119, Nays 25, 1 present, not voting; that the House refused to concur in Senate amendments to H.B. No. 3 on May 23, 2023, and requested the appointment of a conference committee to consider the differences between the two houses; and that the House adopted the conference committee report on H.B. No. 3 on May 28, 2023, by the following vote: Yeas 93, Nays 49, 1 present, not voting.

Chief Clerk of the House

H.B. No. 3

I certify that H.B. No. 3 was passed by the Senate, with amendments, on May 21, 2023, by the following vote: Yeas 31, Nays 0; at the request of the House, the Senate appointed a conference committee to consider the differences between the two houses; and that the Senate adopted the conference committee report on H.B. No. 3 on May 28, 2023, by the following vote: Yeas 26, Nays 5.

Secretary of the Senate

APPROVED: _____

Date

Governor

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
8-21-2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	UPDATE TO FNF (LOCAL) - STUDENT RIGHTS AND RESPONSIBILITIES - INVESTIGATIONS AND SEARCHES				
Presenter or Contact Person:	DeLeon English, Board Trustee				
Policy/Code:	FNF (Local) - Student Rights and Responsibilities: Investigations and Searches				
Strategic Plan Goal:	Student Safety				
Summary:	FNF Local will be updated with a policy for student rights and responsibilities in the 2024-2025 LEISD Student Code of Conduct with edits and suggestions as needed. The new policy will be effective after adoption by the Board				
Financial Implications:	Financial impact to be determine estimated at < \$20,000.				
Attachments:	Supportive documentation				
Recommendation:	The Board Trustee recommends approval of the update to FNF Local as submitted.				
Motion:	I move the Board approve the request to approve the update to FNF Local as submitted.				

Bellville ISD Random Drug Testing Policy

Why did Bellville ISD institute a drug-testing policy?

Bellville ISD is concerned about the academic, physical, and emotional well-being of all its students and believes it has a responsibility to assist students in dealing with a variety of issues including drug and alcohol use. The District has determined that the use or misuse of illegal drugs, performance-enhancing drugs, and/or alcohol among students in grades 9-12 is a problem/concern within the schools and community. Information gathered from the student body, district personnel, law enforcement, and from other reliable sources within the community indicates that such use is prevalent within all segments of the student population, including those students who participate in competitive after school extracurricular activities and those who drive to school.

The District has therefore determined a need to implement a program of random testing of students in grades 9-12 as a condition of their participation in competitive after school extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus. The District's drug-testing program is designed to identify students in need of help and provide them and their parents/guardians with the necessary resources to deal with substance abuse and other issues. The drug testing program is not intended to be a punitive measure. This provision becomes effective the first day of instruction each school year. The drug-testing program is only one part of a comprehensive Safe and Drug Free Schools and Community program.

What are the overall objectives of the drug-testing program?

1. To prevent injury, illness, and harm resulting from the use of illegal drugs or alcohol;
2. To help insure a drug-free educational environment and eliminate the impact drug and alcohol use has on the learning centers of the brain so that students may achieve their full academic potential;
3. To deter student use of illegal drugs or alcohol;
4. To offer students a means to resist peer pressure as it relates to the use of illegal substances by providing a legitimate reason for students involved in extracurricular activities to refuse to use illegal drugs; and
5. To provide a ready resource for support and assistance to any student who may be using illegal drugs, performance-enhancing drugs, and/or alcohol.

To whom does the drug-testing program apply?

This policy shall apply to all District students in grades 9-12 as a condition of participation in any competitive school-sponsored extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus.

What is the definition of a school-sponsored extracurricular activity?

In keeping with local guidelines, school-sponsored extracurricular activities are defined as school-sponsored competitive activities, athletic and nonathletic. Testing will also include students who accept the privilege of driving on campus.

What method of drug testing will be used?

Urinalysis will be the method used. This method, which is the most commonly used for drug testing, is recommended because of its accuracy and reliability.

Bellville ISD Random Drug Testing Policy

What does the drug-testing process include?

The drug-testing procedures include a four-step process: collection, screening, confirmation, and review. All students in grades 9-12 who participate in extracurricular activity(ies) or purchase parking permits will be subjected to mandatory random drug testing throughout the school year and will be required to provide the District with written consent signed by both the student and a parent/guardian. The laboratory used by the District will be certified to administer drug testing by the Substance Abuse and Mental Health Services Administration (SAMHSA). The vendor will determine the students to be tested for each testing occurrence by use of a computerized method that insures randomization. Under no circumstances will human interference be allowed to alter the randomized nature of student selection.

Through the use of urine samples, the drug testing vendor will be able to detect the presence of drugs taken prior to the test. If a student has been taking medication, he/she will be given the opportunity to indicate the type of medication being taken. A “chain of custody” procedure will be used to monitor the identity and integrity of the sample throughout the collection, transportation, and testing process. The drug testing vendor will provide the personnel to conduct the collecting, transportation, and testing as well as randomly selecting the student participants to be tested. Any specimens with a positive test result shall be subject to a second test for confirmation utilizing the Gas Chromatography/Mass Spectrometry (GC/MS) testing methodology. All screening shall be performed at District expense.

The percentage of students to be tested will vary between 10-40% of the student testing population. Results from the testing laboratory will be available no later than 4:00 p.m. on the third day after samples are collected.

How often will drug testing be done?

Drug testing will take place periodically throughout the school year.

Can a student be chosen for drug testing more than once?

Yes. Because selection for drug testing is random, a student may be selected for drug testing more than once during the year.

What if my child ends his/her participation in the extracurricular activity in the middle of the year/season? Will he/she still be included in the drug-testing pool?

Random drug testing is not required of students who no longer participate in extracurricular activities and have not purchased a parking permit; however, a student will remain in the drug-testing pool until a parent/guardian provides the school a withdrawal of consent form. To re-enter the random student drug-testing pool, the student will be required to test on the next testing date.

Do parents/guardians have to sign a consent form for their child’s testing?

Yes. Both the student and the parent or guardian must sign the consent form authorizing the student’s participation in the District’s drug-testing program.

If a parent/guardian does not consent to his/her child being tested, will the student still be eligible to participate in extracurricular activities or have driving privileges?

No. In order to participate in a school-sponsored extracurricular activity or have driving privileges, both the parent/guardian and the student must consent to drug testing.

Bellville ISD Random Drug Testing Policy

Can a student voluntarily participate in the drug testing program?

The parent or guardian of a student who does not participate in any extracurricular activity and is not a student driver may request in writing that the student participate in the random drug-testing program. Such request may be withdrawn in writing at any time.

Where on campus will the samples be collected?

Samples will be collected in a suitable restroom collaboratively chosen by the campus principal or designee and a representative from the drug testing vendor.

How will students be selected for drug testing?

Selection for drug testing is random. Students who are identified for inclusion for drug testing will be placed in a pool from which the random selections will be made. The vendor chosen to conduct the drug testing will be responsible for randomly selecting students from established pools using electronic methods.

What happens if a student is selected for drug testing and refuses to be tested?

Students who are selected for drug testing and refuse to participate will be treated as if they received a positive result.

If a student is chosen for drug testing, but is absent that day, will he/she be tested upon returning to school?

Students who are not present on a day they are selected for drug testing will be included on the next random testing date. Any student who has been notified that he/she is selected for random testing but who, because of illness or any other legitimate reason, leaves school before the test is performed, shall be included in the next random drug testing. A student who is truant after being notified that he/she has been selected for drug testing will be considered as having tested positive. Refusal on the part of any student to participate in a scheduled or random drug test shall be considered as having tested positive.

Who will oversee the sample collection process?

Employees of the vendor chosen to conduct the drug testing will oversee the collection of samples for testing.

How will the student's privacy be ensured during collection?

To maintain the integrity of the sample collection process, testing will be conducted in a restroom with a drug-testing vendor employee of the same gender present; however, the monitor will be positioned in a way as to give the student his/her privacy. Students will be prohibited from taking any of their personal belongings into the stall while producing urine samples. Students will be allowed to enter a stall and close the door for privacy. Students will also be allowed to witness the validation, marking, and sealing of the specimens.

Where will the test results be kept, and who will have access to the results?

Test results will be kept in separate, confidential files from the students' other educational records. Test results are confidential and, unless required by court order, may be disclosed only to the student, the parent/guardian, and the superintendent or designee. Any parties involved in the case of a confirmed positive test result shall be notified only with respect to the level of the offense. Test results will not be turned over to law enforcement or used for discipline or academic purposes. Test results shall be

Bellville ISD Random Drug Testing Policy

released only upon written request of a parent/guardian or to a student who is of legal age. Test results shall be destroyed within 60 days or when the participant graduates or is no longer of school age.

The vendor, laboratory, and MRO shall be prohibited from releasing any statistical information relating to the nature or rate of any positive test results from the testing program to any person, organization, news publication, or the media without the expressed written consent of the District. The vendor shall, however, provide the District with a report, at least once per semester, that includes the number of tests performed during the specified period, the rate of both positive and negative results, and a list of the substances identified from any positive specimens.

For what substances will students be tested?

For the purpose of this program, the term drug shall be defined as any substance considered illegal by either federal or Texas law or that is controlled by the United States Food and Drug Administration including, but not limited to the following:

1. Amphetamines/methamphetamines (speed, uppers, diet pills)
2. Cannabinoid (Marijuana)
3. Cocaine metabolites
4. Hallucinogens (LCD)
5. MDMA (Ecstasy)
6. Opiates (Heroin, Morphine, Codeine)
7. Phencyclidine (PCP, Angel Dust)
8. Propoxyphene (Darvon)

The District shall reserve the right to test for any and all illegal or controlled substances.

What happens if a student tests positive for drugs/alcohol?

If a student tests positive, the vendor then will first further test the specimen using Gas Chromatography/Mass Spectrometry (GC/MS) methodology. If the specimen still tests positive, the MRO (Medical Review Officer) will contact the school district. The Superintendent or designee will contact the student's parent/guardian to determine whether there is an alternative medical explanation for the positive test result. Parents/guardians may choose to have the remaining portion of the sample taken during collection sent to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified lab mutually agreed upon by the parent/guardian and the vendor for independent testing. All costs associated with testing the second half of the sample will be the responsibility of the student and parent/guardian.

Bellville ISD Random Drug Testing Policy

CONSEQUENCES

What sanctions are imposed for a positive test?

The District policy imposes the following sanctions for a first, second, and third offense:

First Offense – For a first positive test result during a random screening, the following consequences shall be imposed:

Notification: The student and his or her parent/guardian shall be notified by the school designee to determine whether there is an alternative medical explanation for the positive test result. If not, the positive result shall stand.

Conferencing: The student and his or her parent/guardian shall be given an opportunity to participate in a conference with the principal or designee and any sponsors deemed appropriate to discuss the conditions for continued participation in after school extracurricular practices, performances, competitions, and activities and/or parking permit privileges.

Counseling: The student shall participate in a substance abuse education or counseling program. The District shall provide the student and his/her parent/guardian with a list of suggested counseling programs from which the student and his or her parent/guardian may choose. The student shall enroll in a counseling program within 14 calendar days of a confirmed positive result. All costs associated with private drug abuse counseling shall be the responsibility of the student and/or parent/guardian. The student shall provide written confirmation to the District that the counseling requirement was completed. Failure to do so may result in restrictions to parking privileges and/or participation in extracurricular activities.

Consequences: There will be no restrictions from extracurricular activities or parking privileges for the first positive test after the student completes a counseling program and after a conference with his or her Principal or designee. The student shall undergo drug testing during each testing opportunity for one calendar year.

Second Offense – For a second positive test result during a random screening, the following consequences shall be imposed:

Notification: The student and his or her parent/guardian shall be notified by the school designee to determine whether there is an alternative medical explanation for the positive test result. If not, the positive result shall stand.

Conferencing: The student and his or her parent/guardian shall be given an opportunity to participate in a conference with the principal or designee and any sponsors deemed appropriate to discuss the conditions for continued participation in after school extracurricular practices, performances, competitions, and activities and/or parking permit privileges.

Bellville ISD Random Drug Testing Policy

Counseling: The student shall participate in a substance abuse education or counseling program. The District shall provide the student and his/her parent/guardian with a list of suggested counseling programs from which the student and his or her parent/guardian may choose. The student shall enroll in a counseling program within 14 calendar days of a confirmed positive result. All costs associated with private drug abuse counseling shall be the responsibility of the student and/or parent/guardian. The student will provide written confirmation to the District that the counseling requirement was completed. Failure to do so may result in additional restrictions to parking privileges and/or participation in extracurricular activities.

Suspension: The student testing positive in a random screening shall be suspended from participation in any competitive after school extracurricular performances, competitions, and/or activities and parking permit privileges for 30 school days. During this period, the student shall be required to continue to practice his or her related activity in the class period allotted and after school as scheduled. The student shall undergo drug testing during each testing opportunity for one calendar year.

Third Offense – For a third positive test result during a random screening, the following consequences shall be imposed:

Notification: The student and his or her parent/guardian shall be notified by the school designee to determine whether there is an alternative medical explanation for the positive test result. If not, the positive result shall stand.

Conferencing: The student and his or her parent/guardian shall be given an opportunity to participate in a conference with the principal or designee and any sponsors deemed appropriate to discuss the conditions for continued participation in after school extracurricular practices, performances, competitions, and activities and/or parking permit privileges.

Counseling: The student shall participate in a substance abuse education or counseling program. The District shall provide the student and his/her parent/guardian with a list of suggested counseling programs from which the student and his or her parent/guardian may choose. The student shall enroll in a counseling program within 14 calendar days of a confirmed positive result. All costs associated with drug abuse counseling shall be the responsibility of the student and/or parent/guardian. The student will provide written confirmation to the District that the counseling requirement was completed. Failure to do so may result in additional restrictions to parking privileges and/or participation in extracurricular activities.

Suspension: The student testing positive for the third time in a random screening shall be suspended from all competitive after school extracurricular activities and/or parking permit privileges for a period of one calendar year from the date of the confirmation of the third positive test. The student shall also be required to continue to practice his or her related activity in the class period allotted; however, participation in after-school activities/practices is prohibited. The student shall consent to a drug test at the end of the year of suspension in order to regain parking privileges and eligibility to participate in extracurricular activities.

Bellville ISD Random Drug Testing Policy

Is there an appeals process?

Yes. A student and/or parent/guardian may choose to have the second half of the sample (Sample B) taken during collection sent to a lab mutually agreed upon by the student and/or parent/guardian and the vendor for independent testing. The filing of an appeal does not suspend imposition of the sanction. A sanction may only be lifted after a successful appeal in favor of the student.

All costs associated with testing the second half (Sample B) of the sample will be the responsibility of the student and parent/guardian. A written request to appeal a positive test result must be submitted to the Superintendent or designee within three days of receiving oral notice from the school designee. A student and/or parent/guardian may appeal a suspension under the drug-testing Policy FNF (Local) by filing a written complaint according to the provisions and timelines as set forth in Board Policy FNG (Local) as related to STUDENT AND PARENT COMPLAINTS.

Are there disciplinary consequences for testing positive?

No. The drug-testing policy is intended to identify those students in need of assistance in dealing with drug and alcohol issues. Positive test results will not be used for disciplinary or academic purposes. The result of testing positive for drugs or alcohol is the loss of school-sponsored extracurricular activity privileges and/or driving privileges as previously described, and/or referral to a substance abuse counseling program.

Does a student testing positive provide “reasonable suspicion” to conduct a backpack or vehicle search?

No. The only consequences from testing positive are those listed for participation in school-sponsored extracurricular activities and/or loss of driving privileges as previously described, and/or referral to a substance abuse counseling program.

Bellville ISD Random Drug Testing Policy

DEFINITIONS

“Confirmation Test”

A drug test conducted to substantiate the results of a prior drug test on the same specimen. The confirmation test must use an alternative method of equal or greater sensitivity than that used in the previous drug test.

“Consent”

All students desiring to participate in the District’s extracurricular programs will be required to provide the Bellville Independent School District with written consent signed by both the student and his or her parent/guardian. If the student or his or her parent/guardian refuse to provide written consent to be tested, the student will be denied the privilege of driving on campus and/or participating in the District’s extracurricular programs. A student who provides written consent, but then refuses to participate in a scheduled or random drug test, shall be considered as having tested positive.

“District”

The Bellville Independent School District, including any authorized representative acting on its behalf.

“Drug”

1. Drugs that an individual may not buy, possess, use, sell, or distribute under either federal or Texas law. Such drugs may include, *but are not limited to*: ethanol (alcohol), amphetamines/methamphetamines (speed, uppers, diet pills), cannabinoid (marijuana), cocaine metabolites, hallucinogens (LCD), MDMA (ecstasy), opiates (heroin, morphine, codeine), phencyclidine (PCP, angel dust), and propoxyphene (darvon);
2. All prescription drugs upon reasonable suspicion that they were obtained without authorization;
3. All prescription and over-the-counter drugs upon reasonable suspicion that they are being used in an abusive manner.

“Drug Test”

A chemical test administered for the purpose of determining the presence or absence of a drug or metabolite in a person’s urine.

“Medical Review Officer”

A Medical Review Officer (MRO) is a licensed physician who has additional training and certification in the area of drug testing. Specifically, they have detailed knowledge in how drug testing is done, how testing is affected by foods and medications, and the various methods used to adulterate specimens to give a false negative result. The medical review services of the drug testing vendor will be used.

“Prescription or Non-Prescription Medication”

A drug prescribed for use by a duly licensed physician, dentist, or other medical practitioner licensed to issue prescriptions or a drug that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

“Random Testing”

Between 10-40% of eligible students involved in the extracurricular programs will be selected for testing each testing period. The students selected for each testing occurrence will be determined by use of a

Bellville ISD Random Drug Testing Policy

computerized method that insures randomization. Participating students will be divided into 2 pools; one pool for students not yet tested (pool A) and another pool for students that have been tested at least once (pool B). The student selection process will be designed to create the likelihood that all students are tested at least once each school year. Testing may be conducted up to 15 times per year. The superintendent or his designee will determine the percentage of students to be tested from each pool. The superintendent or designee will provide a list of available testing dates for selection by the contracted service provider.

“Specimen”

A product of human physiology chemically capable of revealing the presence of drugs in the human body. As referred to in this procedure, the product will be urine.

“Student Participating in Extracurricular Activities”

A student enrolled in the Bellville Independent School District who is participating in any extracurricular activity as defined previously in these procedures. Drug testing is mandatory for all students participating in extracurricular activity(ies), whether the student is in the period of participation for his/her activity or in the off season of his/her activity. Also, students in grades 9-12 competing for future offices, positions, or team/squad memberships shall be considered students participating in extracurricular activity(ies).

“Suspension”

For purposes of this program, any suspension from competitive after school extracurricular activities and/or parking permit privileges that is not completed during the course of the school year shall be extended to the following year. During the period of a suspension, the student involved in competitive extracurricular activities must continue to practice in the class period allotted, but may only participate in after school practices/activities if the student has obtained no more than two positive results in a drug screening and/or the conditions for regaining eligibility following a third positive result have been completed.

**Mandatory Drug-
Testing Program**

The District requires drug testing of any student in grades 7–12 who chooses to participate in school-sponsored extracurricular activities or requests a permit to park a vehicle on school property.

Covered Activities

The Superintendent shall distribute annually a list of school-sponsored extracurricular activities for which testing is required, that may include but are not limited to, the following: football, volleyball, cross country, basketball, wrestling, golf, track, power-lifting, cheerleading, band, choir, theatre, UIL Academics, student council, lead council, FCCLA, robotics, VASE, speech and debate, FFA, chess, Ace Club, United Way Youth Council, gaming club, year-book, Falcon Friends and 4H.

Scope

A student participating in any activity for which testing is required or who requests a permit to park a vehicle on school property shall be tested for the use of illegal drugs and may be tested for the presence of alcohol at the beginning of each school year and prior to joining an extracurricular program at any time during the school year (if the student has not already been participating in the Mandatory Drug Testing Program).

In addition, such students will be randomly tested throughout the school year.

Purpose

The purposes of the drug-testing program are to:

1. Prevent injury, illness, and harm resulting from the use of illegal drugs, controlled substances and performance-enhancing drugs;
2. Help enforce a drug-free educational environment;
3. Deter student use of illegal and performance-enhancing drugs; and
4. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs.

Distribution of
Policy

The District will provide each parent and student a copy of the drug-testing regulations, procedures, and consent form prior to the student's participation in an affected activity or receipt of a parking permit.

Orientation
Meetings

The District will conduct meetings with parents and interested student participants prior to the beginning of each semester.

District employees will explain the drug-testing program; review the regulations, procedures, and consent form.

Student attendance at the orientation meeting is mandatory however, parent attendance is not required.

Consent	<p>Before a student is eligible to participate in extracurricular activities or to receive a parking permit, the student will be required annually to sign a consent form agreeing to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian must also sign a consent form. If appropriate consent is not provided, the student will not be allowed to participate in extracurricular activities or to receive a parking permit.</p>
Use of Results	<p>Drug-testing results will be used only to determine eligibility for a parking permit and participation in extracurricular activities. Positive drug test results will not be used to impose disciplinary sanctions or academic penalties.</p> <p>Nevertheless, nothing in this policy will limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense will be subject to consequences in accordance with the Student Code of Conduct.</p>
Confidentiality	<p>Drug-testing results will be confidential and will be disclosed only to the student, the student's parents, and designated District officials who need the information to administer the drug-testing program. Drug-testing results will not be maintained with a student's academic record. Results will not be otherwise disclosed except as required by law.</p>
Testing	<p>Trained District staff or a certified provider shall collect and conduct testing of students' saliva samples. Alternatively, at the District's sole discretion, the District may contract with a certified drug testing laboratory to conduct testing of students' urine samples.</p> <p>The District will not release statistics regarding the rate of positive drug tests to any person or organization except as may be required by law. Any laboratory conducting tests for the District shall not release statistics regarding the rate of positive drug tests to any person or organization without the District's consent or unless required by law.</p>
Substances for Which Tests Are Conducted	<p>The District may test for any of the following substances:</p> <ul style="list-style-type: none">• Alcohol;• Marijuana;• Cocaine;• Amphetamines;• Methamphetamine;• Heroin; and• Opiates.

Collection
Procedures

Trained District staff will test a student's saliva or, alternatively, the District may contract with a certified testing laboratory to collect and test students' urine samples.

When a student is selected for testing the student's saliva, the student will be escorted to the school's testing site by a District employee and will remain under employee supervision until the student completes the required test of the student's saliva.

If urine is to be tested, the selected student shall be escorted to the school's testing site by a District employee and shall remain under the employee's supervision until a sample is provided. A student shall provide a sample within a closed restroom stall and a District employee of the same gender as the student will be present when the sample is collected. The District employee shall oversee the transfer of the sample to personnel of the drug testing laboratory. Urine samples shall be collected under conditions which are not more intrusive than conditions experienced in a public restroom.

Random Testing

Random tests will be conducted on as many as 10 dates throughout the school year.

No less than 5 percent and no more than 15 percent of the students participating in the program will be randomly selected for each random test date. The District will use a random selection method to identify students chosen for random testing. Students will not receive prior notice of the testing date or time.

Refusal to Test or
Tampering

A student who refuses to be tested when selected or who is determined to have tampered with a sample will be deemed to have a positive test result and will be subject to the appropriate consequences depending on previous positive test results, if any.

If a student selected for testing is absent on the day of the random test, the student will be tested on the next random testing date.

Confirmation of
Positive Results

An initial positive test will be confirmed immediately thereafter by a second test before being reported as positive.

Upon receiving results of a confirmed positive drug test, the District will schedule a meeting with the student, the student's parent if the student is under the age of 18, and the coach or sponsor of the extracurricular activity, as applicable, to review the test results and discuss consequences.

The student or parent will have 2 school days following the meeting to provide a written medical explanation for a positive result and/or may challenge the second positive test result. If confirmation of the second test is challenged, a third test will be administered on the

same sample by a District pre-approved testing facility. The positive test results will stand, unless the result of the third drug test is negative. The student agrees to provide written consent for the District to receive medical information from the student's treating physician if District needs further verification of the student's explanation for the positive result.

Retesting

If following a positive test result the student wishes to return to participation in extracurricular activities or have a parking permit reinstated after any applicable consequences, the student must be retested at the end of the period of suspension and have a negative test result. Except as provided below for the fourth offense, following a student's return or reinstatement of parking permit, the student will be retested on the next three random test dates so long as the student wishes to participate in extracurricular activities or park a vehicle on school property.

Drug Abuse
Prevention

The District will notify the parent and student of drug and alcohol abuse prevention resources available in the area.

Consequences

Consequences of positive test results will affect a student's participation in competitions/performances (hereinafter "competitions"), parking privileges and District sponsored social events. The severity of the consequences will vary depending on the number of positive test results the student has received. Consequences will be cumulative through the student's enrollment in middle school and will begin anew for high school.

First Offense

Upon a first offense of receiving a confirmed positive drug test, a student will be suspended from extracurricular activities and parking privileges, if applicable, for 7 calendar days, and suspended from competitions as follows:

1. For activities that primarily have one or fewer competitions per week, the student shall be suspended for one competition. The one-competition suspension, by example, shall include but is not limited to: football, cross country, golf, wrestling and track.
2. For activities that primarily have at least two competitions per week, the student shall be suspended for two competitions. The two-competition suspension, by example, shall include but is not limited to: volleyball, basketball, baseball, and softball. The student will miss no less than two games and no more than half the games of a tournament.

The student shall lose the privilege of attending school-sponsored social events for 30 calendar days.

During the period of suspension, the student may participate in practices but not in any competitions.

Second Offense

Upon a second offense of receiving a confirmed positive drug test, a student will be suspended from extracurricular activities and parking privileges, if applicable, for 14 calendar days, and suspended from competitions as specified below:

1. For activities that primarily have one or fewer competitions per week, the student shall be suspended for two competition dates. The two-competition suspension, by example, shall include but is not limited to: football, cross country, golf, wrestling and track.
2. For activities that have primarily two competitions per week, the student shall be suspended for four competition dates. The four-competition suspension, by example, shall include but is noted limited to: volleyball, basketball, baseball, and softball. A tournament shall count as one competition.

The student shall lose the privilege of attending school-sponsored social events for 60 calendar days.

During the period of suspension, the student may participate in practices but not in any competitions.

Third Offense

Upon a third offense of receiving a confirmed positive drug test, a student will be suspended from participation in all competitions, extracurricular activities and parking privileges, if applicable, for 60 calendar days following the date the student and parent are notified of the test results.

The student shall lose the privilege of attending school-sponsored social events for 365 calendar days.

During the period of suspension, the student may participate in practices but not in any competitions.

*Fourth Offense
and Subsequent
Offenses*

Upon a fourth or any subsequent offense of receiving a confirmed positive drug test, a student shall be suspended from participation in all competitions, extracurricular activities and parking privileges, if applicable, for 365 calendar days

During the period of suspension, the student may participate in practices but not in any competitions.

The student shall lose the privilege of attending school-sponsored social events for 365 calendar days.

If the student wishes to return to participation in extracurricular activities or have a parking privileges reinstated after completing the

applicable consequences for a fourth and subsequent positive test result, the student must be retested at the end of the period of suspension and have a negative test result. During the suspension period, the student shall be tested on all random test dates and have no positive test to be reinstated. If at any point a student receives a confirmed positive test, the 365-calendar day suspension starts over as of the date of the positive result.

During the period of suspension, the student will not be permitted to participate in practices.

*End-of-Semester
Suspensions*

If a student's suspension from participation in competitions, extracurricular activities and/or parking privileges, if applicable, is not completed by the end of the semester, the student will complete the assigned period of suspension during the following semester or during the first semester of the following school year.

Appeals

A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). The applicable consequences shall not abate during the appeal process and the student will be ineligible for participation in extracurricular activities or reinstatement of parking privileges while the appeal is pending.

LEISD in order to provide a more drug free environment should provide clarity to its drug policy which is absent defined parameters for testing of students. Section 33.091 Schools in Texas are allowed to test for Steroid and illegal substances under a drug testing policy. The following is a submission to the board to update FNF with the following drug testing policy.

FNF — Student Rights and Responsibilities: Investigations and Searches

FNF and the LEISD Student Handbook are absent any policies or procedures for random and drug testing of students. Below are updates to policy FNF to add a local policy for FNF title Drug Testing Policy.

Policy Update Below

FNF Policy Add

The District shall be permitted to perform random drug-testing of any student in grades 7-12 who chooses to participate in school-sponsored extracurricular activities or request a permit to park a vehicle on school property.

The Superintendent shall develop regulations for the implementation of the District's random student drug-testing program that address the following:

1. Covered activities and purpose of the program;
2. Written consent and confidentiality of results;
3. Testing procedures and collection process; and
 - a. The District may test for any of the following substances:
 - i. Alcohol;
 - ii. Marijuana;
 - iii. Cocaine;
 - iv. Amphetamines;
 - v. Methamphetamine;
 - vi. Heroine; and Opiates.
4. Applicable consequences.

Reference Materials

Little Elm ISD

Policy : <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=393&code=FNF#legalTabContent>

Midlothian ISD - Drug Testing FAQ

<https://www.midlothianisd.org/departments/safety-and-security/substance-abuse-and-drug-prevention/random-drug-testing/drug-testing-faq>

Policy : <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=429&code=FNF#localTabContent>

West ISD - Random Student Drug Testing

https://www.westisd.net/apps/pages/index.jsp?uREC_ID=1223010&type=d&pREC_ID=1459327

Bellville ISD Random Drug Testing Policy

chrome-extension://efaidnbmnnnibpcajpcgiclfindmkaj/https://cdnsm5-ss6.sharpschool.com/UserFiles/Servers/Server_1204/File/Rudloff/Drug%20Testing%20Policy%20Final%20Copy%20for%202015%202016.pdf

Policy : <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=143&code=FNF#localTabContent>

Board Agenda Item

Little Elm Independent School District
400 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 08-21-23	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	OFF-CAMPUS PHYSICAL EDUCATION SITES				
Presenter or Contact Person:	Dr. Penny Tramel, Assistant Superintendent for Curriculum and Learning				
Policy/Code:	FEB (LEGAL)				
Strategic Plan Goal:	We will engage each student in learning experiences that increase student growth and achievement.				
Summary:	The Off-Campus PE Sites, Rockstar Martial Arts and ASI Plano West, is submitted for Board approval. These sites have been approved by the Texas Education Agency				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Off-Campus PE Sites TEA Approval Letter Rockstar Martial Arts McKinney ASI Plano West				
Recommendation:	The Administration recommends the Board approve the Off-Campus PE Site(s) as submitted.				
Motion:	I move the Board approve the Off-Campus PE Sites as submitted.				

Off-campus Physical Activity Programs Approval Request

revised June 2018

Part 1:

Date of submission: _____

Name of applying district or charter school: _____

County District Number: _____

School year approval will become effective: _____

Contact person: _____

Contact person's email address: _____

Contact person's phone number: _____

Superintendent: _____

Part 2:

Approval of the physical activity programs may be granted to school districts or charter schools by the commissioner of education under the following conditions.

The board of trustees of the local school district or charter school has approved a policy to use off-campus private or commercially-sponsored physical activity programs in either Category I, Category II, or both as a substitution for high school physical education courses in accordance with Texas Education Code (TEC), §28.025(b-10) and 19 Texas Administrative Code (TAC), Chapter 74, Subchapter B, Graduation Requirements.

Our district or charter school is applying for Category I only Category II only
 Categories I and II

Category I: Olympic-level participation and/or competition must meet all of the criteria below.

Please indicate your district or charter school's compliance with an "x" in the box.

Category I Substitutions	Yes	No
Students are supervised a minimum of 15 hours per week with highly intensive professional training.		
The training facility, instructors, and the activities involved in the program are certified by the superintendent to be of exceptional quality.		
Program requires students to engage in moderate to vigorous physical activity.		
Students qualifying and participating at this level are dismissed from school no more than one class period per day.		
Students do not miss any class other than physical education.		

Off-campus Physical Activity Programs Approval Request

revised June 2018

Part 1:

Date of submission: _____

Name of applying district or charter school: _____

County District Number: _____

School year approval will become effective: _____

Contact person: _____

Contact person's email address: _____

Contact person's phone number: _____

Superintendent: _____

Part 2:

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Please indicate your district or charter school's compliance with an "x" in the box.

Category I Substitutions	Yes	No
Students are supervised a minimum of 15 hours per week with highly intensive professional training.		
The training facility, instructors, and the activities involved in the program are certified by the superintendent to be of exceptional quality.		
Program requires students to engage in moderate to vigorous physical activity.		
Students qualifying and participating at this level are dismissed from school no more than one class period per day.		
Students do not miss any class other than physical education.		

July 27, 2023

Mr. Michael Lamb
Superintendent
Little Elm ISD
400 Lobo Lane
Little Elm, TX 75068

Dear Mr. Lamb:

This letter is to acknowledge receipt and approval of your request that the Little Elm Independent School District award physical education credit for off-campus, commercially-sponsored physical activities in Category I and/or Category II as allowed by Texas Administrative Code, Chapter 74, Subchapter B, Graduation Requirements. Please note that by submitting the list of identified programs you have certified that each physical activity program meets all the criteria for either Category I or Category II (high school only). The Texas Education Agency does not have the authority to approve off-campus physical activity programs for middle school (Grades 6-8). This letter of approval applies to high school only. A copy of your approved application is attached.

Approval of your request has been placed on file at the Texas Education Agency and will apply for the 2023-2024, 2024-2025, and 2025-2026 school years. At the end of the three-year period, it will be necessary for you to submit a request for renewal. For additional information or assistance please feel free to contact me at (512) 463-9581 or at barney.fudge@tea.texas.gov.

Sincerely,

Barney Fudge
Health and Physical Education Coordinator
Curriculum Standards and Programs

Board Agenda Item

Little Elm Independent School District
400 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
08-21-2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	TEXAS A&M AGRILIFE EXTENSION ADJUNCT FACULTY RESOLUTION				
Presenter or Contact Person:	Dr. Penny Tramel, Assistant Superintendent for Curriculum and Learning				
Policy/Code:	19 TAC 129.21, TAC 76.1, EEL (LEGAL)				
Strategic Plan Goal:	We will engage each student in learning experiences that lead to increased college, career, and military opportunities for post-secondary readiness.				
Summary:	Resolution for 4H in LEISD to be overseen by Texas A&M AgriLife Extension. This resolution allows the school district to recognize county extension agents as adjunct faculty and to count students participating in said adjunct faculty in 4H education activities "in attendance" for foundational school program purposes.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Texas A&M AgriLife Extension Adjunct Faculty Memorandum and Resolution,				
Recommendation:	The Administration recommends approval of the Texas A&M AgriLife Extension Faculty Resolution as submitted.				
Motion:	I move the Board approve the Texas A&M AgriLife Extension Faculty Resolution as submitted.				

EXTRACURRICULAR STATUS REQUEST

DENTON COUNTY EXTENSION SERVICE



7/21/2023

Dr. Michael Lamb
Little Elm ISD
400 Lobo Lane
Little Elm, TX 75068

Dear Dr. Michael Lamb:

On behalf of the 4-H members of Denton County, I hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the Little Elm Independent School District. I further request that questions regarding this RESOLUTION be directed to me in a timely manner so that I may prepare and present an appropriate response so as not to delay action on this request.

Finally, I request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me for our files.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Steven Baringer".

*Steven Baringer, County Extension
 Agent for 4-H & Youth
 Development*

Attachment: Resolution for Extracurricular Status of 4-H Organization

Denton County Extension
 401 W. Hickory St., Suite #125
 Denton, TX 76201

<http://texas4-h.tamu.edu> | Tel. 940.349.2884 | Fax. 940.349.2881

EXTRACURRICULAR STATUS REQUEST

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

Little Elm Independent School District

Meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

Denton

County Texas 4-H Organization as approved for recognition and eligible for
extracurricular status consideration under 19 Texas Administrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to
all rules and regulations set forth under the 19 Texas Administrative Code as
interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension
will request academic eligibility for all 4-H competitive activities,
regardless if a school absence is or is not required, and
for non-competitive purposes when an absence is required.

Approved this _____ day of _____, 20_____.

Board of Trustee

Superintendent

ADJUNCT FACULTY REQUEST

DENTON COUNTY EXTENSION SERVICE



Dr. Michael Lamb
Little Elm ISD
400 Lobo Lane
Little Elm, TX 75068

7/21/2023

Dear Dr. Michael Lamb:

On behalf of the Denton County Extension Staff, I hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Little Elm Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 (j). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:

- (A) has a minimum of a bachelor's degree; and*
- (B) is eligible for participation in the Teacher Retirement System of Texas.*

Denton County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period of time indicated on the agreement.

I hope Little Elm Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

Steven Baringer, County Extension
 Agent for 4-H & Youth
 Development

Attachment: Resolution for Extracurricular Status of 4-H Organization

Denton County Extension
 401 W. Hickory St., Suite #125
 Denton, TX 76201

<http://texas4-h.tamu.edu> | Tel. 940.349.2884 | Fax. 940.349.2881

ADJUNCT FACULTY REQUEST

**THE STATE OF TEXAS
COUNTY OF DENTON**

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Little Elm Independent School District, hereinafter referred to as "District." A quorum having been established, the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the Little Elm Independent School District.

Upon consideration and vote of _____ in favor, Steven Baringer, Chandani Kothari, and Zach Davis is hereby named as adjunct faculty member(s) of the Little Elm Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the _____ day of _____, 20____ and remain in effect until the _____ day of _____, 20_____.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Steven Baringer	CEA 4-H & Youth Development	M.S. Agricultural Education	Oklahoma State University	2021
Chandani Kothari	CEA Family & Community Health	Masters of Public Health	Northern Illinois University	2021
Zach Davis	CEA Agriculture & Natural Resources	M.S. Agriculture Science	Texas A&M University – Kingsville	2015

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Little Elm Independent School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 4 or Denton County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Denton County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Denton County Extension Agent(s), Steven Baringer, Chandani Kothari, and Zach Davis are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Little Elm Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this _____ day of _____, 20__.

Little Elm Independent School District

By: _____

ACADEMIC ELIGIBILITY PROCESS

Procedures for securing Academic Eligibility Information and Excused Absences for 4-H Members to participate in 4-H Event or Activity

This procedure applies to ALL 4-H events or activities (competitive or non-competitive) and all 4-H members in public, private, and/or home school that requires a 4-H member to be absent from school. For instance, if a 4-H member is a member of a state planning task force and needs to miss a day of school to participate, the 4-H member would have to be eligible according to the Texas Education Code to be excused from school.

There are two ways a County Extension Office can request academic eligibility for 4-H members. One is on an individual basis using the Declaration of Eligibility Form (Attachment F) for times when only one or two 4-H members may be needing an absence. The second option is for times when a large number of youth may be needing an excused absence, such as a county or major stock show. The steps below outline how the county office needs to proceed with each of the processes.

BEGINNING OF THE SCHOOL YEAR	
August/September	County Extension Agents should meet with school officials to <u>determine the steps</u> the agent needs to take to assist 4-H members in obtaining excused absences to participate in 4-H events and to determine eligibility of 4-H members for competitive events.
30 DAYS PRIOR TO ANY 4-H EVENT/ACTIVITY NEEDING ACADEMIC ELIGIBILITY CHECKED	
Declaring academic eligibility for small number of 4-H members	<ol style="list-style-type: none"> 1. Ensure that all members needing an excused absence are ACTIVE 4-H members. 2. Complete the County Agent section of the Declaration of Eligibility Form. Provide the form to either the 4-H member and request they submit to the school for completion, or have the 4-H parent/guardian complete the first section, return back to the County Extension Office and then submit as a group to the respective school campuses. 4-H member then returns completed form back to the County Extension Office within the timeframe given by the office.
Declaring academic eligibility for large number of 4-H members	<p>Extension agents should prepare a document on official letterhead which includes the items listed below and submit to each school/campus requesting eligibility status for each 4-H member.</p> <ol style="list-style-type: none"> a. Name of 4-H member(s) involved b. School they attend c. Current grade level in school d. Dates of proposed absence(s) e. Name of event f. Educational value g. Chaperone <p>List is returned back to County Extension Office by school/campus.</p>
RESPONSE FROM SCHOOL ON DECLARATION OF ACADEMIC ELIGIBILITY	
Eligible	The school should respond to CEA if there are any students who are academically eligible. County Extension Office should follow up with the school/campus if no response is received.
Ineligible	If a 4-H member is academically ineligible for a 4-H competitive event, the agent must notify the 4-H member, their parents and the sponsoring agency, by letter, of this situation. If the parent has any questions, they should be referred to the school administrator for the family and school to resolve eligibility issues.

If county Extension faculty and schools develop and agree on procedures they deem more efficient and effective and still ensures 4-H's compliance with the Texas Education Code requirements, they should inform their District Extension Administrator/County Extension Director of the plan to be followed.

DECLARATION OF ELIGIBILITY FORM INSTRUCTIONS

4-H'ers should complete a separate form for each competitive event/activity in which they plan to participate. The original form should be returned to the county Extension office by the deadline established by the County Extension Office.

NOTE: Schools requiring a copy of this form should make their copy before returning it to the student.

Parent/Guardian Section

1. Parent/Guardian will select the information being requested. It is either:
 - Academic eligibility information only. (Used to verify academic eligibility only for 4-H competitive events/activities.), or
 - Academic eligibility information and authorization to receive an excused absence from school. (Used to verify academic eligibility as well as receive authorization to receive an excused absence. This would be used for events held during school hours such as stock shows, state and national 4-H contests and events, etc.)
2. Complete the date and name of activity. (Used to notify school officials of exact dates/times a student would be participating in a 4-H activity or representing 4-H at an event.)
3. Parent/Guardian signature is required. The signature of the parent/guardian confirms that this person is aware of the academic eligibility and excused absence requirements of the Texas Education Code.

County Extension Agent Section

1. Extension Office will complete this section and certify the youth is a 4-H member and his/her participation in the event.
2. County Extension Agent (with adjunct faculty status) will sign the form.

School Principal/Designee Section

1. Principal, or designee, will indicate the 4-H members eligibility status, options are:
 - Academically eligible to participate
 - Not academically eligible to participate
2. The principal or designee will indicate whether or not an excused absence will be granted.
3. Principal, or designee, will sign and date the form in order to be valid.

4-H family should follow instructions provided by the
County Extension Office on returning form to the
Extension Office by the given deadline.



Texas 4-H Youth Development Program

DECLARATION OF ELIGIBILITY FORM

This form is requested in accordance with the requirement of the Texas Education Code and in cooperation with the Texas Education Agency and local school board policies.

Instructions: Complete one form per activity. 4-H member should return original form to the County Extension Office

PARENT/GUARDIAN SECTION

In accordance with 4-H policy, provided by our local Extension office, I respectfully request:

(CHECK ONE)

Academic eligibility information only.

Academic eligibility information and authorization to receive an excused absence from school.

Date of Activity: _____ Name of Activity: _____

Signature of Parent/Guardian: _____

COUNTY EXTENSION AGENT SECTION

I hereby certify that _____ is a member of 4-H in _____ County and is scheduled to participate in this activity representing 4-H. He/she will be under the supervision of the Texas A&M AgriLife Extension Service faculty or agency's designated volunteer leader.

_____ Date

_____ Signature of County Extension Agent

SCHOOL PRINCIPAL OR DESIGNEE

ACADEMIC ELIGIBILITY (CHECK ONE)

I do certify that the student is academically eligible to participate in the above mentioned activity.

I do not certify the student because he/she is **NOT** academically eligible to participate in the above mentioned activity.

EXCUSED ABSENCE (CHECK ONE)

An excused absence will be granted.

An excused absence will **NOT** be granted.

Does not apply.

EDUCATIONAL STATUS (CHECK ONE)

Face-to-Face (on campus)

Virtual Option

Homeschooled

_____ Date

_____ Signature of Principal or Designee

Name of School

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
8-21-2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	2023-2024 EMPLOYE HANDBOOK				
Presenter or Contact Person:	Asheley Brown, Executive Director for Human Resource Services				
Policy/Code:	Section D: Personnel (All Personnel related Board Policies)				
Strategic Plan Goal:	We will recruit, recognize, and retain high quality and effective personnel to support student success at every level.				
Summary:	The 2023-2024 LEISD Employee Handbook has been updated with the latest suggested edits from TASB.				
Financial Implications:	No Financial impact. The Handbook will be distributed electronically.				
Attachments:	2023-2024 LEISD Employee Handbook				
Recommendation:	The Administration recommends approval of the 2023-2024 LEISD Employee Handbook as submitted.				
Motion:	I move the Board approve the request to approve the 2023-2024 LEISD Employee Handbook as submitted.				

LEISD Employee Handbook—2023 Update Guide to Changes and Additions

Topic	Page Number	Description of Change
Board of Trustees	9	Updated names and positions of current members
Administration	10	Updated names of new administrators
School Directory	11	Updated names of new principals
Recertification of Employment Authorization	15	Edited the second paragraph to describe consequences for failure to verify employment authorization (TASB edit)
Breaks for Expression of Breast Milk	17	Added the paragraph requiring employees to notify the district if they have concerns about the district's compliance with the PUMP Act (TASB edit)
Pregnant Workers Fairness Act	18	Added new topic and brief explanation of the law (TASB edit)
Paychecks	21	Updated pay dates
Payroll Deductions	22	Added the third paragraph to provide an explanation of repayment of overpayments (TASB edit)
Overtime Compensation		Added to the first paragraph to include termination as a possible disciplinary action (TASB edit)
Leaves and Absences	26-28	<ul style="list-style-type: none"> Added the fourth paragraph explaining the definition of no call/no show and possible consequences In the second paragraph in the subheading "Medical Certification," replaced "FMLA" with "leave under the Family and Medical Leave Act" In the second paragraph in the subheading "Continuation of Health Insurance," replaced "Family and Medical Leave Act" with "FMLA" (TASB edits)
Discretionary Leave Protected Dates	29-30	Updated list of protected dates for 23-24

Family and Medical Leave (FML)—General Provisions	32-35	Updated text of the Notice of Employee to reflect the revisions posted by the Department of Labor in April 2023 (TASB edit)
District Communications	40	Updated District communication methods for disseminating information to the community
Standards of Conduct	44	Edited the fourth bullet and second paragraph to explain disciplinary action may include termination (TASB edit)
Employee Arrests and Convictions	64-65	<ul style="list-style-type: none"> • Added references to Policies DHB and DHC • Added the fourth and fifth paragraphs detailing reporting misconduct requirements for certified and uncertified employees, respectively (TASB Edits)
Discrimination, Harassment, and Retaliation	47	Edited the first paragraph to explain disciplinary action may include termination (TASB Edit)
Safety and Security	70	<ul style="list-style-type: none"> • Added “and Security” to the topic title • Edited the first paragraph by adding “and security” and “written” • Added the second paragraph describing how employees are expected to respond to emergencies (TASB Edits)
Administering Medication to Students	82	<ul style="list-style-type: none"> • Added reference to Policy FFAF • Edited the first paragraph by deleting “self” and “asthma” and adding “for respiratory distress” and “opioid antagonists” (TASB Edits)

2023-2024 Employee Handbook



Little Elm ISD
Engage Equip Empower

If you have difficulty accessing the information in this document because of a disability, please email abrown5@littleelmsd.net.

The Mission of Little Elm ISD is to...

ENGAGE, EQUIP, and EMPOWER each student to realize their full potential.

The Vision of the Little Elm ISD Community is to be "THE Destination District."

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JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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SEPTEMBER

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JANUARY

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MARCH

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APRIL

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MAY

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JUNE

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29	30	31				

CALENDAR KEY

- District Holiday*
- Teacher Exchange Day
- Teacher Independent Preparation (TIP) /Student Holiday*
- Teacher Workday/Student Holiday
- New Teacher Orientation
- Bad Weather Makeup Day
- Student Early Release Day
- Professional Learning/Student Holiday
- Professional Learning/TIP/Student Holiday*

SCHOOL HOURS

Early Childhood Learning Center:
 8:05 a.m. - 3:40 p.m.
 Early Release: 12:05 p.m.

Elementary Schools:
 8:05 a.m. - 3:40 p.m.
 Early Release: 12:05 p.m.

Middle Schools:
 8:55 a.m. - 4:30 p.m.
 Early Release: 12:55 p.m.

High School:
 7:20 a.m. - 2:55 p.m.
 Early Release: 11:20 p.m.

IMPORTANT DATES

August 10- First day of school/1st Grading Period Begins
 October 6- 1st Grading Period Ends
 October 16- 2nd Grading Period Begins
 December 20- Early Release Day/End of Fall Semester
 January 8- Beginning of Spring Semester/3rd Grading Period Begins
 March 7- 3rd Grading Period Ends
 March 18- 4th Grading Period Begins
 May 24- Early Release Day/End of School Year

DISTRICT HOLIDAYS

September 4 September 22 October 11-13 December 21-29
 November 20-24 January 1-3 January 15 February 19
 March 11-15 April 5

*All employees must refer to workday calendar

STUDENT HOLIDAYS

September 1 October 9-10 October 27 November 10
 January 4-5 February 2 March 8



(972) 263-9497

Introduction

The purpose of this Handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Asheley Brown at abrown5@littleelmsd.net.

This Handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed online at www.littleelmsd.net.

Little Elm ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

District Information

Description of the District

Little Elm ISD is a fast-growing district located in North Texas. The District currently has eleven campuses to serve children:

Zellars Early Childhood Learning Center	PreKindergarten
Brent Elementary	Kindergarten – 5th
Chavez Elementary	Kindergarten – 5th
Hackberry Elementary	Kindergarten – 5th
Lakeview Elementary	Kindergarten – 5th
Oak Point Elementary	Kindergarten – 5th
Prestwick Elementary	Kindergarten – 5th
Strike Middle School	6th – 8th
Walker Middle School	6th – 8th
Little Elm High School	9th – 12th
Little Elm ISD Administration Building	DAEP, GOALS & AIMS

Mission Statement, Goals, and Objectives

Policy AE

District Values, Vision, Mission, And Goals

The Mission of Little Elm ISD is to ENGAGE, EQUIP, and EMPOWER each student to realize their full potential.

The Vision of the Little Elm ISD Community is to be "THE Destination District."

AS LOBOS WE VALUE...

A culture founded on the highest qualities of character

- Excellence
- Integrity
- Respect
- Compassion

Unleashing every individual's highest potential

- Promote high expectations
- Inspire creativity
- Nurture self-confidence
- Commit to accountability

Creating a community where every student loves to learn, every teacher loves to teach and every person is proud to call home (A foundation of culture that values unity and pride)

- Provide a safe and supportive environment
- Expand opportunities for achievement
- Support collaboration
- Promote District identity and culture
- Praise and celebrate success
- #loboproud

Embracing all of our kids as all of our kids

- Champion success
- Ignite passion
- Value and encourage every student
- Foster Relationships
- Cultivate ownership

Open, transparent, and timely communication

- Honest
- Clear
- Respectful
- Courteous
- Engaging

OUR GOALS ARE:

Teaching & Learning

1. We will provide a guaranteed & viable curriculum that ensures all students have equal learning opportunities.
2. We will engage each student in learning experiences that increase student growth and achievement.
3. We will engage each student in learning experiences that lead to increased college, career, and military opportunities for post-secondary readiness.
4. We will engage each employee in meaningful learning experiences that support student success.

Communication & Engagement

1. We will communicate with the LEISD community to build trust, support, and involvement.
2. We will foster relations with community partners to enhance educational opportunities.

Human Capital

1. We will recruit, recognize, and retain high quality and effective personnel to support student success at every level.

Ensuring Fiscal Health & Sustainability

1. We will ensure funding for teaching and learning, operations, and capital improvements to support student success at every level.

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, annual budget, and 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. Trustees are elected at large and serve three-year terms. Trustees serve without compensation, must be qualified voters, and must reside in the District.

Current board members include:

- Jason Olson, President
- Mary Watkins, Vice President
- DeLeon English, Secretary
- Ken Beber, Member
- Jeff Burton, Member
- Alex Flores, Member
- David Montemayor, Member

The Board usually meets at the Little Elm ISD Administration Building on the third Monday of the month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at the Little Elm ISD Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and agendas 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 session from which the public and others are excluded. Closed sessions 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.

Administration

Michael Lamb	Superintendent
Donald Bartlett	Deputy Superintendent
Shay Adams	Assistant Superintendent for Business & Finance Services
Dr. Penny Tramel	Assistant Superintendent for Curriculum & Learning
Asheley Brown	Executive Director for Human Resource Services
Alfred Gaches	Executive Director for Operational Services
Kristi Roberts	Executive Director for Special Population Services
Cecelia Jones	Director for Communication Services
Mickey James	Executive Director for Construction and Operations
Jesse Wyse	Executive Director for Business Services
Gregg Burcham	Director for Network & Technology Services
Kimberly Chow-Jackson	Director for Academic Programs
Doug Sevier	Director for Zellars ECLC & Curriculum
Danny Cogdell	Director for Maintenance, Custodial, & Grounds
Jason Evans	Director for Accountability
Carrie McHugh	Director for Child Care Services
Michael Young	Director for Athletics
Kendra Vogt	Director for Child Nutrition Services
Amanda Ball	Director for Professional Learning and Advanced Academics
Brandon Thompson	Director for Data Processing & Information Services
Jessica Cofield	Director for Counseling Services
Renee Pentecost	Director for Human Resource Services
Clint Miller	Director for Student Services
Frank Felice	Director for Fine Arts

School Directory

Dr. Justin Barrett	Little Elm High School – Principal 1900 Walker Lane 972-947-9443
Christi Silcox	Walker Middle School - Principal 633 French Settlement 972-947-9458
Bill Bush	Strike Middle School - Principal 8798 Scotty’s Lake Lane, The Colony, TX 75056 972-947-9457
Karie Kuster	Brent Elementary School – Principal 500 Witt Rd 972-947-9330
Lindsay Sivick	Chavez Elementary – Principal 2600 Hart Road 972-947-9452
Jimmy Ross	Hackberry Elementary – Principal 7200 Snug Harbor (Frisco) 972-947-9453
Chris Reza	Lakeview Elementary – Principal 1800 Waterside Drive 972-947-9328
Kori Werth	Oak Point Elementary – Principal 401 Shahan Prairie (Oak Point) 972-947-9329
Jamey Allen	Prestwick Elementary – Principal 3101 Stonefield, The Colony, TX 75056 972-947-9450
Doug Sevier	Zellars Early Childhood Learning Center – Director 300 Lobo Lane 972-947-9445
Terilyn Thomas-Monday	AIMS/GOALS/DAEP - Principal 400 Lobo Lane 972-947-9340 x10701

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment should contact Charese Duffey, Title IX Administrator, the District Title IX Coordinator. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person. The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Asheley Brown, Executive Director of Human Resource Services, the District ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

LEISD Title IX Coordinator Contact information:

Charese Duffey
Title IX Administrator
400 Lobo Lane
Little Elm, Texas 75068
972-947-9340

LEISD ADA/Section 504 Coordinator Contact information:

Asheley Brown
Executive Director for Human Resource Services
400 Lobo Lane
Little Elm, Texas 75068
972-947-9340

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the District's Web site.

Campus Administration Openings

Internal applicants for Assistant Principal positions are encouraged to have completed Aspiring Leadership Institute - Year 2.

Employment After Retirement

Policy DC

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

Contract and Non-contract Employment

Policy DC series

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

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

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

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

Dual Contracts. A dual assignment contract is a Chapter 21 agreement that includes both teaching duties and supplemental duties. Because both are included in the contract, the district and the teacher are mutually committed to both. Certified personnel assigned to both teaching and coaching duties will be issued a dual contract for the two assignments. An employee may not resign from only one position. Should a person resign or be dismissed from the coaching duties, the person shall be considered to have resigned or been dismissed from the teaching assignment. Should a person resign or be dismissed from teaching duties, the person shall be considered to have resigned or been dismissed from the coaching assignment. At contract renewal, if a dual assignment contract is currently in place, only a dual assignment contract will be considered. If the employee wishes to resign from coaching duties, the employee must resign from both positions and is eligible to reapply for any open teaching position.

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

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

Certification and Licenses

Policies DBA, DF

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

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Little Elm ISD Human Resource Services Department if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Little Elm ISD Human Resource Services if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous

materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Little Elm ISD Human Resource Services.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Toni Nelson, Coordinator of Health Services by September 1, 2023.

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

Reassignments and Transfers

Policy DK

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

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

An employee with the required qualifications for an open position may apply to another campus or department job posting through the internal application system. Requests for transfer during the school year will be considered only when unusual, extenuating circumstances exist. All transfer requests must be approved by both supervisors and Human Resource Services.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

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

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the Human Resource Services Department.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Asheley Brown, Executive Director for Human Resource Services, 972-947-9340, to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Renee Pentecost, Director of Human Resource Services.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policy DN series

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.

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Little Elm ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on District- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from campus/department supervisors.

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, addressed in the campus improvement plan, and 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.

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

Staff Development / Workdays and Employee Children

District employees are expected to make child care arrangements for all staff development and workdays during the school year. During instructional hours of the school day, children of District employees may not stay with their parent in their job assignment.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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 employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation* on page 22 for more information.)

All employees will receive written notice of their pay and work schedules each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. After initial employment, salary increases are determined annually by the Board of Trustees during the budget process. 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. All stipends are Board approved at the beginning of each academic school year.

Employees should contact Little Elm ISD Payroll Department for more information about their pay. The District's pay schedules are available online at the [LEISD website](#).

Annualized Compensation

Policy DEA

The District pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All professional and salaried employees are paid monthly (generally on the 20th of the month). However, holidays necessitate the schedule to be altered from time to time.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Any questions regarding your paycheck can be directed to the LEISD Payroll Department at 972-947-9340.

The schedule of pay dates for the 2023–2024 school year are as follows:

September 20th	January 19th	May 20th
October 20th	February 20th	June 20th
November 17th	March 20th	July 19th
December 20th	April 19th	August 20th

Automatic Payroll Deposit

All Little Elm ISD employees will receive their pay via direct deposit. This option sends your net pay electronically to the employee's bank of choice on the pay date. There is no charge for this service. Funds from the automatic deposit will not be available before the pay date but will be available on the pay date.

Payroll Deductions

Policy CFEA

The District is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans; and saving deposits and loan payments through the Denton Area Teachers Credit Union. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Universal Availability

Employees of LEISD are eligible to begin contributions through salary deferral into a 403(b). Any school employee who works 20 hours a week is eligible to participate and have a portion of his or her paycheck deferred to the plans.

Overtime Compensation

Policy DEAB, DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. 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. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis, are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00AM Saturday and ends at 11:59PM Friday.

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 40 hours of comp time.
- Comp time must be used in the semester that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- Comp time must be used in ½ day or whole day increments.
- The District may require an employee to use comp time when in the best interest of the District.
- Compensatory time accumulated must be used prior to using other paid leave (e.g., sick, personal, vacation) provided by the District.
- Compensatory time is accumulated (with supervisor's approval) and then utilized. Employees cannot use comp time earned **after** an absence to cover the prior absence.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Time Clock / Veritime

Each nonexempt employee will clock in each day and will clock out during any non-work related activity. Each nonexempt employee will clock in and out each and every day for lunch. Employees who fail to clock in or clock out at each appropriate time will require their supervisor's approval for time worked, to be compensated. An employee who consistently fails to maintain an accurate time card will be subject to disciplinary action.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage. The

mileage reimbursement rate is inclusive of all expenses associated with the use of the employee's personal vehicle. Only the employee driving may claim mileage reimbursement.

Health, Dental, and Life 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 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 and 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 open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Little Elm ISD Payroll/Benefits Department for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for vision, dental, disability, cancer and additional life insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact Little Elm ISD Payroll/Benefits Department for more information.

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 are injured on the job. The District has workers' compensation coverage from TASB, effective upon employment.

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 Campus Nurse and/or supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* on page 35 for information on use of paid leave for such absences.

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. 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 a letter of reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Little Elm ISD Human Resource Services Department.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Little Elm ISD Human Resource Services, as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the TRS website. See page 13 for information on restrictions of employment of retirees in Texas public schools.

Leaves, Absences and Vacations

Policies DEC, DECA, DECB, DED

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 Little Elm ISD Human Resource Services for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Leave must be used in half-day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Leave

Employees must follow District and department/campus procedures to report or request any leave of absence using AESOP. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

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

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

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

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

Medical Certification. Any employee who is absent more than 5 consecutive days because of a personal or family illness must submit a medical certification from a qualified healthcare 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 district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

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

Return to Work Authorization. Employees who are removed from campus for a personal medical emergency, whether by ambulance or other means, shall be required to provide medical clearance to the District's Human Resource Services Department before the employee is permitted to return to work. The clearance must be filled out and signed by a licensed physician. Such certification must be provided twenty-four hours prior to return to work.

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

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

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor a minimum of three (3) work days in advance of the anticipated absence. Discretionary personal leave is subject to the following limitations:

- A maximum of 5 percent of campus employees in each job category will be permitted to take discretionary personal leave at the same time.
- Discretionary leave may not be taken on the following key days:
 - the day before a school holiday,
 - the day after a school holiday,
 - the first and last instructional days of the year
 - the employee's last day of employment
 - days scheduled for end-of-semester or end-of-year exams,
 - days scheduled for STAAR tests,
 - on professional or staff development days,
 - nor on any other days which an absence would disrupt the educational process.

- Leave exceeding 10% in a pay period **will not be approved**, except with special approval for extenuating circumstances as determined **by the Superintendent or Superintendent's designee**.

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.

If an employee's absence is on a protected day and is due to a once-in-a-lifetime event (graduation, wedding, etc) of the employee, or employee's immediate family (see definition on page 26), a one-time exception may be approved. A request for exemption must be made to LEISD HR Services at least 30 days prior to the absence. Funerals and medical emergencies involving immediate family are exempted from the 30 day notice. If approved, only the day of the event will be exempted from dock. Any additional days of absence will remain as dock days.

*Due to the Absence Management system requirements, supervisor approval of a discretionary absence on a protected day does not constitute approval of the absence with pay. Rather, the supervisor is merely acknowledging that the absence has been entered and that the employee is aware of the dock day policy.

The following dates are protected for the 2022-2023 school year and will result in docking of pay:

- August 1-4 (Staff Development)**
- August 7-9 (Staff Development)**
- August 10 (First Day of Instruction)**
- September 1 (Staff Development)**
- September 5 (Day after holiday weekend and Staff Development)**
- September 21 (Day before District holiday -does not apply to those on 226 or 240 work calendars)**
- September 25 (Day before District holiday - does not apply to those on 226 or 240 work calendars)**
- October 9-10 (Staff Development - does not apply to those on 176 or 177 work calendars)**
- October 16 (Day after a District Holiday - does not apply to those on 226 or 240 work calendars)**
- October 26 (Day before a District Holiday - does not apply to those on 226 work calendar)**
- October 30 (Day after a District Holiday - does not apply to those on 226 work calendar)**
- October 18 (PSAT Testing Day, LEHS only)**
- November 10 (Staff Development)**
- November 17 (Day before holiday break)**
- November 27 (Day after holiday break)**
- December 5, 7, & 12 (State Testing, LEHS only)**
- December 19-20 (End-of-semester exams, LEHS only)**
- December 20 (Day before holiday break)**
- January 4-5 (Staff Development)**
- January 12 (Day before holiday weekend)**
- January 16 (Day after holiday weekend)**
- February 1 (Day before District Holiday - does not apply to those on the 226 or 240 work calendars)**
- February 5 (Day after District Holiday - does not apply to those on the 226 or 240 work calendars)**

February 16 (Day before District Holiday - does not apply to those on the 240 day work calendar)
February 20 (Day after District Holiday - does not apply to those on the 240 day work calendar)
March 8 (Staff Development Day and Day before Spring Break)
March 18 (Day after Spring Break)
March 27 (SAT Testing Day, LEHS only)
March 28 (Day before holiday weekend, if March 29 does not require attendance due to prior bad weather day)
April 1 (Day after holiday weekend, if March 29 does not require attendance due to prior bad weather day)
April 4 - (Day before a holiday weekend - does not apply to those on the 226 or 240 work calendars)
April 8 - (Day after holiday weekend - does not apply to those on the 226-240 work calendars)
April 9 - (STAAR English I EOC, LEHS only)
April 11 - (STAAR English II EOC, LEHS only)
April 16 - (STAAR testing Elementary, Middle and High School)
April 18 - (Day before holiday weekend, if April 19 does not require attendance due to prior bad weather day)
April 22 - (Day after holiday weekend, if April 19 does not require attendance due to prior bad weather day)
April 23 - (STAAR testing Elementary, Middle School and High School)
April 24 - (STAAR testing Middle School only)
April 30 - (STAAR testing Elementary, Middle School and High School)
May 23-24 (End-of-semester exams, LEHS only)
May 24 (Last Day of School/End-of-semester exams/Day before Summer Break)
The list of protected days will be updated as soon as any change in the district's academic calendar or the State's Assessment calendar requires an addition or edit.

Leave Proration. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

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

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

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)

- Death in the immediate family
- Active military service

Local Leave

All employees shall earn an additional four equivalent workdays of local leave per school year. Local leave shall accumulate to a maximum of 30 equivalent workdays, shall be taken with no loss of pay and shall not transfer from one District to another. Local leave is available for use at the beginning of the year. Local leave days accumulated but not used will be transferred to the District's Sick Leave Bank upon employee separation from the district.

Sick Leave Bank

LEISD administration has implemented a "Sick Leave Bank", which replaced the previous "Sick Leave Pool". The Sick Leave Bank offers an equal opportunity for all LEISD employees to buy-in to the Bank by contributing two days of their current state and/or local days. In exchange, the employee will have the opportunity to receive 30 sick leave days during a school year (based on Sick Leave Bank Committee approval and District Policy) and up to 90 days lifetime. This change will better provide LEISD employees who choose to participate the option of additional paid leave in case of a serious illness or major catastrophic event.

The Sick Leave Bank may be used for the employee's own catastrophic, life-threatening, or major medical conditions or disability, or a catastrophic or life-threatening illness or disability of a member of the employee's immediate family.

Conditions such as routine pregnancy or **elective** surgery shall not be eligible for the establishment of a sick leave bank. Employees suffering from complications arising from pregnancy shall be eligible. Full details and forms needed to request Sick Leave Bank days can be found on the [LEISD Human Resource Services webpage](#). The option to participate will be offered during each employee's annual benefits election period.

Vacation

Policy DED

Full-time, 12-month employees shall be eligible for annual paid vacation at an amount to be determined by the District on a yearly basis upon approval of the upcoming school year's calendar.

1. Availability
 - a. The District shall make vacation days for the current work year available at the beginning of the school year.
2. Scheduling

- a. Employees shall request use of vacation days **in writing to the employee’s direct supervisor as follows:**
 - i. A minimum of ten calendar days’ advance for notice shall be required for a request totaling five consecutive days
 - ii. A minimum of 20 calendar days’ advance notice shall be required for a request in excess of five consecutive days.
 - b. Vacation schedules shall be approved by the Superintendent or designee in each department. The decision regarding the employee’s vacation request shall be given in writing within five business days from the date of receipt.
3. Carryover
 - a. No more than 20 vacation days shall carry forward from one work year to the next. Any vacation days earned above the maximum accumulation of 20 and not used within the work year in which they were earned shall be forfeited at the end of the work year.
 4. An employee who transfers from a 12 month position to a 10 or 11 month position will be required to use all accumulated Vacation Days within 6 months of the change in position. All remaining vacation days will be forfeited if not used within 6 months of the change in position.

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and

- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

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

Am I eligible to take FMLA leave?

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

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

Airline flight crew employees have different "hours of service" requirements.

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

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

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

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

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

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

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

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

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

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

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

Where can I find more information?

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

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins.

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

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

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

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

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

District Contact. Employees that require FML or have questions should contact Lesley Malmer, Little Elm ISD Payroll Department, for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work, the Executive Director of Human Resource Services 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 to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers'

compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to the employee's immediate supervisor and LEISD Human Resource Services. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

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

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received. The employee will scan and upload a copy of the summons to their AESOP absence report to document the need for leave.

An employee is required to contact their supervisor as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court should be scanned and uploaded to the AESOP absence report for the day(s) missed.

Truancy Court Appearances

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

Religious Observance

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

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available).

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

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

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Little Elm ISD Benefits Department for details on eligibility, requirements, and limitations.

Neutral Absence Policy

Policy DEC(Local)

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include the awarding of Excellence Coins by the Superintendent, designated Appreciation Weeks such as Teacher Appreciation Week, Teacher, Para, and Auxillary Employees of the Year and Employee Retirement receptions.

District Communications

Throughout the school year, the LEISD Communications Services office publishes print and electronic materials, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Blackboard Mass Notification

LEISD website

LEISD Facebook

LEISD Twitter

LEISD Instagram

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees.

For the convenience of our employees [the forms needed to file a Level 1, 2, or 3 grievance are located on the LEISD Human Resources webpage.](#)

Additionally, the entire District policy concerning the process of bringing complaints and grievances is reprinted as follows:

DGBA (LOCAL)-

Personnel Relations:

Employee Complaints

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible level.

The principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy. Employees shall be provided a copy of this policy at the time of employment and whenever it is revised.

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or handicap or on the basis of the employee's exercise of constitutional rights. A complaint must specify the individual harm alleged.

When the Superintendent determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy.

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than 15 days after the date the alleged

violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure the matter reaches the Board expeditiously. Timelines for the employee and District set out in the policy may be shortened to ensure that the Board's final decision is made within 30 days of the initiation of the complaint.

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint.

An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to calendar days.

The appropriate administrator at each level shall respond to the employee within seven days of a complaint conference. Written complaints shall receive a written response. The employee has seven days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

Employees shall be entitled to administrative review conferences as outlined in the Level One and Level Two sections below and to an informal presentation of the complaint to the Board as specified in the Level Three section, unless the Board grants a hearing.

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Two and requests a Board hearing, the superintendent shall schedule a hearing as specified in the Level Three section below.

Announcing a decision in the employee's presence constitutes communication of a decision.

LEVEL ONE An employee who has a complaint shall meet with the principal or immediate supervisor within 15 days of the time the employee first knew or should have known of the event or series of events causing the complaint. At this meeting, the employee shall submit the complaint in writing [on a form provided by the District](#).

LEVEL TWO If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may request, [in writing on a form provided by the District](#), to meet with the Superintendent or a designee. The meeting shall be held within seven days after the Superintendent or designee received the request to discuss the complaint.

LEVEL THREE If the outcome at Level Two is not to the employee's satisfaction, the employee may submit a written request, [on a form provided by the District](#), to place the matter on the agenda of a future Board meeting. [See BE (LEGAL)] The Superintendent shall inform

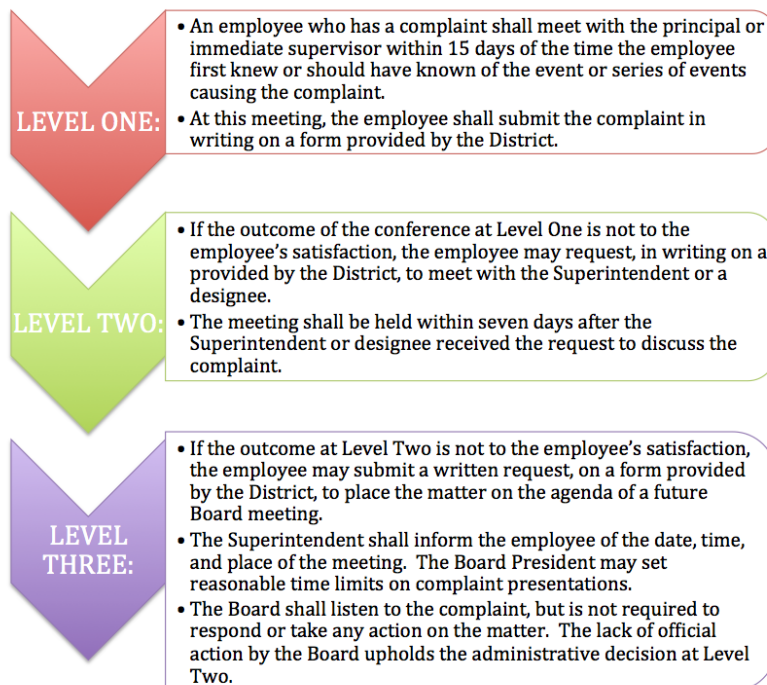
the employee of the date, time, and place of the meeting. The Board President may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter. The lack of official action by the Board upholds the administrative decision at Level Two.

Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the Board's designee conducts the hearing, he or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing.

The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, it shall be heard by the Board in closed meeting unless the employee bringing the complaint requests it to be heard in public. However, if the complaint constitutes a complaint or charge against another District employee, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee against whom the complaint or charge is brought.



Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident. See *Reports to the Texas Education Agency*, page 60 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all District employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

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

of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

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

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Individuals who believe they have been discriminated against 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 employee should report the complaint directly to the superintendent or the superintendent's designee. 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 reprinted below:

[Policy DIA \(Local\)](#)

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age. Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, below.

Sexual Harassment

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

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Other Prohibited Harassment

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

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

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Reporting Procedures

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, the Title IX coordinator, Asheley Brown, Executive Director of Human Resource Services . [See DAA(LOCAL)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

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

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

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

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

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

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records Retention

Retention of records shall be in accordance with DAA(LOCAL).

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

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

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* page 57 and *Bullying* page 53-54 for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime

acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - The nature of the communications;
 - The timing of the communications;
 - The extent of the communications;
 - Whether the communications were made openly or secretly;
 - The extent that the educator attempts to conceal the communications;
 - If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
11. Any other acts tending to show that the educator solicited a romantic relationship with the student. 19 TAC 249.3(51)

FFH (Local)

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

Sexual Harassment

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

By an Employee

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Other Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, the Title IX coordinator, Charese Duffey, Title IX Administrator. [See FB(LOCAL)]
2. For all other prohibited harassment, the Superintendent or his/her designee.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

Notice to Parents

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

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

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

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

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

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

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to

cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records Retention

Retention of records shall be in accordance with FB(LOCAL).

Access to Policy

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Reporting Suspected Child Abuse

Policies DG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made to www.txabusehotline.org/Login/Default.aspx or to the Texas Abuse Hotline (800-252-5400). ***State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.***

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer

minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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 at the [LEISD Student Code of Conduct](#). 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*.

What to look for:

Physical Abuse

Common indicators of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns, especially when the child cannot adequately explain their cause
- Frequent complaints of pain without obvious injury
- Burns or bruises in an unusual pattern which may indicate the use of an instrument or a human bite; cigarette burns may be seen on the face, arms, or palms
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Lack of reaction to pain
- Fear of going home, seeing parents
- Injuries which appear after the child has not been seen for several days
- Wears unseasonable clothes, which may hide injuries to arms or legs

Neglect

Common indicators of neglect include:

- Obvious malnourishment
- Lack of personal cleanliness
- Habitually dressed in torn and/or dirty clothes
- Unattended for long periods of time

- Needs glasses, dental care, or other medical attention
- Begs or steals food
- Frequently absent or late to school

Sexual Abuse

Common indicators of sexual abuse include:

- Physical signs of sexually transmitted disease
- Evidence of injury to the genital areas
- Pregnancy in a young girl
- Difficulty in walking or sitting
- Frequent expressions of their own or other children's sexual involvement with adults
- Extreme fear of being alone with members of the opposite sex
- Engages in sexually suggestive or promiscuous behavior
- Knowledgeable about sexual relations
- Reports sexual assault

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ

The District's technology resources, including its networks, 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 action. Employees with questions about computer use and data management can contact the Director of Instructional Technology.

Personal Use of Electronic Media

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 media as they are for any other public conduct. If an employee's use of electronic media 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 media for personal purposes shall observe the following:

- The employee may not set up or update the employee’s personal social network pages(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 DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

An employee is not subject to 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 exempted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- **For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.**
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 7:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy
- An employee shall notify his supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH

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

Reasonable efforts may include:

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH, DHB, DHC

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 educators' criminal history to the Division of Investigations at TEA.

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

Misconduct or allegations of misconduct include:

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

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

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

Alcohol and Drug-Abuse Prevention

Policy DH

Little Elm 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. The District's policy regarding employee drug use follows:

Policy DH (LOCAL)

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.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the superintendent receiving notice of any source of conviction for any drug statute violation occurring in the workplace, the superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act [20 U.S.C. 3471, 1221e-3(a)(1) and 34 CFR 85.630]; notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201: and requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

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.

Tobacco Use 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 inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by 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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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

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

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

It is every employee's responsibility to ensure that their campus is safe and secure at all times. Exterior doors should never be unlocked or propped open. Classroom doors should always be locked from the outside and shut. If you are having problems with your door locking, it is your responsibility to report it to your campus principal or assistant principal.

Pursuant to International Fire Code 2003 Section 308, a person shall not utilize or be allowed to utilize a candle, open flame and/or candle warmers in connection with a public meeting place or gathering for purposes of educational occupancy.

Furthermore, pursuant to Fire Code Chapter 803.3.2, artwork and teaching materials shall be limited on the walls to not more than 20% of the wall area.

Employees with questions or concerns relating to safety programs and issues can contact Clint Miller, Director of Student Services/Safety & Security at 972-947-9340.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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

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.

Any guests/visiting teachers must submit a background check (level 3) through the District system at least 48 hours prior to their scheduled visit to the campus. Guest/visiting teachers without background clearance will not be permitted on campus with students.

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 each school. A copy of the District's management plan is kept in each building's office and is available for inspection during normal business hours.

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 main entrances of the building. 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 Danny Cogdell, the District IPM Coordinator, at (972) 947-9456 x13004 or email at dcogdell@leisd.ws upon request.

Little Elm ISD has a policy that requires us to follow integrated pest management (IPM) procedures to control pests on school grounds. Little Elm ISD strives to use the safest effective procedures to manage pests, including a variety of non-chemical control measures; however pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free school environment.

All pesticides used in our District are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Prior to indoor applications, signs will be posted 48 hours in advance of the treatment. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area. Parents with further questions, or who wish to be notified directly about upcoming pesticide applications on their children's campus, can contact Danny Cogdell, the District IPM Coordinator, at (972) 947-9456 x13004 or email at dcogdell@leisd.ws

General Procedures

Emergency School Closing

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website, Blackboard mass notification email, and posts to the District's social media platforms.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. . Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator and Stop the Bleed

Kit. 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 Little Elm ISD Business Services department on an official District purchase order (PO) form with the appropriate approval signatures. 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 authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact Little Elm ISD Business Services department for additional information on purchasing procedures.

Accounting - Cash in School Buildings This applies to all state funds, local taxes, cafeteria or activity funds, and funds raised by students. Any District employee who comes into possession of any District funds shall turn the same into the school office (or designated official) on a daily basis. The employee turning in the money shall be given a proper receipt and shall be responsible for obtaining such receipt. The money turned in shall be deposited in a school vault daily. District funds coming into the hands of any employee from any source shall be kept separate until turned in and receipted; no employee shall allow District funds to be commingled with personal funds.

Money Handling

No money shall be kept in the school buildings overnight except for enough to make change next day. Teachers who sell things or collect money should turn that money into the principal's office **daily**. Each principal is responsible for managing a sound method for the handling and accounting of money.

Returned Check Policy The District uses a third party, Paytek Solutions, to process returned checks on our behalf. Checks that do not clear the bank on the initial presentation are forwarded to Paytek for collection. Paytek will charge the check writer a \$31.88 fee for their service.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Little Elm ISD Human Resource Services office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. **Address and phone changes may be submitted through [Employee Access accounts](#).** Please contact

the Benefits Department for assistance. You will also need to update records with TEA (SBEC) and TRS.

Personnel Records

Policy DBA, GBA

Most District records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including cell phone number
- Emergency contact information
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be made at any time by submitting a written request to Little Elm ISD Human Resource Services department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

HB 2961 specifies that the social security number of an employee or former employee is confidential and cannot be used as an employee identifier except for tax purposes.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The building principal and the maintenance department is responsible for scheduling the use of facilities after school hours. Contact the campus principal to request to use school facilities and to obtain information on the fees charged.

Keys and Access Fobs

Principals issue the keys and access fobs to their buildings. Keys and access fobs are checked out at the beginning of the year and must be checked back in at the end of the school year. School keys and access fobs are **not** to be copied or loaned to others.

Dress

DH (Local)

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

Only professional attire shall be worn by professional and paraprofessional personnel for days of student instruction and for professional learning days on or off campus. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.

1. Employees are expected to dress in a manner that projects a professional image for the employee, District, and community.
2. Style of clothing should always reflect a professional and business-like atmosphere. Clothing should not attract unfavorable attention. This guideline applies to regular workday, professional learning and summer employment time.
3. Tattoos, body art, or piercings that are distracting, lewd, provocative, or depict unlawful actions or products, incite violence or lawlessness are inappropriate and must be covered or removed at work.
4. Administrators and supervisors shall have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, agriculture, auto mechanics, building trades, special education), or for medical necessities.
5. Support staff (custodial, food service, maintenance, and transportation employees) shall dress appropriately as described in their respective guidelines.
6. District employee's hair should be appropriate and not a distraction to the learning environment.

Recommended Standards Of Dress:

Employees in the Child Care, Custodian, Maintenance, Grounds, and Child Nutrition departments will follow their department specific dress guidelines provided by their supervisor. All other professional and paraprofessional district employees will adhere to the following minimum standard of professional dress:

- Slacks (may be Docker-style), skirts and dresses of appropriate length
- Shirts (not t-shirts) and blouses with or without collars can be button-down or plain front)
- Dress-style polo shirts

- Sweaters or turtlenecks
- Dress capri/cropped pants that are at least mid-calf length
- Sensible shoes appropriate to the assignment

Conditions Under Which Exceptions Could Be Made

- Designated casual days
- Designated “special occasion day”
- Spirit Day at schools
- Medical necessity
- Teacher workday
- Other conditions that are deemed occupationally necessary

Clothing Items That Are Inappropriate In Any Venue

- Flip flops / beach wear
- Torn or worn-out clothing
- Pants with frayed hems or that drag the ground
- Tight fitting or revealing clothing
- Tops with spaghetti straps or tank tops without a jacket
- Clothing that shows bare midriffs
- Lingerie-style clothing
- Short skirts
- Workout clothing/jogging suits/sweatpants and sweatshirts/spandex or jeggings
- Sheer or see-through clothing
- Pajamas/sleepwear/house slippers
- Shorts/skorts (unless occupationally necessary – ie., PE teachers/coaches*)

*Coaches wear athletic clothing only during athletic periods. Professional dress is required during your instructional teaching assignments.

Jeans And Spirit Wear

- Jeans may only be worn on Spirit Days in conjunction with a school shirt.
- They may also be worn on specially designated days, as approved by the supervisor

The principal/supervisor may authorize exceptions to the dress code for special days and/or when an activity warrants exceptions.

Employees who fail to adhere to the aforementioned standards of dress, will be asked to leave the work setting and return when appropriately attired. Repeated failure to demonstrate appropriate personal appearance will result in disciplinary action up to and including termination of employment.

Termination of Employment

Resignations

Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to Human Resource Services as the superintendent's designee through TalentEd. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to Human Resource Services as the superintendent's designee.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 76. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted through the TalentEd system 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.

Additional information regarding the resignation process can be found [here on the LEISD Human Resources Department website.](#)

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

All employees. Resignations must be entered through the TalentEd system by logging in to the employee's account and entering the required information. ***Please note: All employees are required to work on their last day of employment to ensure a smooth transition.

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF, DFFA, DFFB, DFFC

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

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 76. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

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

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances* on page 39)

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

Discharge of Convicted Employees

Policy DF

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

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

Exit Interviews and Procedures

Exit interviews will be conducted electronically through TalentEd for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience. All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Additional information regarding the resignation process can be found [here on the LEISD Human Resource Services website.](#)

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

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

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

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Little Elm ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE), 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 based on any of the reasons listed above should be directed to Asheley Brown, Executive Director of Human Resource Services.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC, FFAF

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis

- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

Bullying is defined by [§TEC 37.0832](#). All employees are required to report student complaints of bullying, including cyber bullying, to campus administration. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

[FFI \(LOCAL\)](#)

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes

a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Transporting Students in Personal Vehicle

Employees shall not transport students in their personal vehicles without prior written authorization of the student's parent/guardian and written approval from the employee's supervisor.

Other Student Issues

For any other student services issues not included, please contact LEISD Student Services and/or HR Services for guidance.

Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resource Services Department.

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 08-21-2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	T-TESS APPRAISERS and APPRAISAL CALENDAR				
Presenter or Contact Person:	Renee Pentecost, Director for Human Resource Services				
Policy/Code:	DNB (LEGAL)				
Summary:	Approval of T-TESS Evaluation Appraisers and the 2023-2024 T-TESS Appraisal Calendar. The administrators submitted have been certified through the Texas Teacher Evaluation & Support System (T-TESS) to serve as appraisers for the 2023-20234school year.				
Financial Implications:	N/A				
Attachments:	List of administrators certified through T-TESS and the 2023-2024 LEISD T-TESS Appraisal Calendar.				
Recommendation:	The Administration recommends approval of the T-TESS certified appraisers and the LEISD T-TESS Appraisal Calendar for the 2023-2024 school year, as submitted.				
Motion:	I move the Board approve the T-TESS certified appraisers and the LEISD T-TESS Appraisal Calendar for the 2023-2024 school year, as submitted.				



LEISD Appraisal Calendar 2023-2024

Aug 1-September 8, 2023	September 11, 2023-March 29, 2024	April 1-April 30, 2024
Teacher Goal Setting Meetings	Ongoing: Teacher T-TESS Overview for late hires completed within 10 business days of being in the classroom.	
Teacher self-assessment and goal setting (review of teacher and student data to self-assess, establish goals and develop a professional development plan).	<p>Ongoing review of teacher and student data; Ongoing review of goals and professional development impact on teacher and student performance with recommended formative review of goals and progress toward these goals</p> <p>Walkthroughs with ongoing analysis of results and options; A minimum of two documented walkthroughs for ALL teachers is required.</p> <p>Formal observations : A minimum of one observation must be an announced observation with the post- conference occurring within 10 business days of the formal observation per LEISD Expectations for Teachers Appraised Yearly or on a 3-Year Cycle</p> <p>There will be no walkthroughs or formal observations (used as appraisal data) before or after holidays or state testing days.</p>	<p>End of year conference to discuss final scores for Domains 1-3, review evidence for Domain 4 and discuss next year's goal(s) and professional development plan</p> <p>Note: Domain 4 is not scored in summative form until after the teacher has been afforded the opportunity to present evidence related to each of the four dimensions in this domain during the end-of-year conference</p>

Certification Status Export (2023-2024)

Last Name	First Name	Email	Role	Certification Status	Certification Year
Allen	Jamey	jallen2@littlelmsd.net	School Administrator	Certified	2023-2024
Barrett	Justin	justinbarrett198136@yahoo.com	School Administrator	Certified	2023-2024
Brown	Tiffany	tbrown2@leisd.ws	Assistant School Administrator	Certified	2023-2024
Bush	William	bbush@leisd.ws	School Administrator	Certified	2023-2024
De La Croix	Farrah	farrahdelacroix@icloud.com	Assistant School Administrator	Certified	2023-2024
Glover	Ashley	aglover@littlelmsd.net	District Administrator	Certified	2023-2024
Guerra	Chelcie	cguerra@leisd.ws	Assistant School Administrator	Certified	2023-2024
Head	Sara	shead@leisd.ws	Assistant School Administrator	Certified	2023-2024
Heller	Kyle	kheller1970@gmail.com	Assistant School Administrator	Certified	2023-2024
Infante	Marzia	minfante@leisd.ws	Assistant School Administrator	Certified	2023-2024
Kuster	Karie	kkuster@leisd.ws	School Administrator	Certified	2023-2024
Matus de Garcia	Marina	mmatusdegarcia@littlelmsd.net	Assistant School Administrator	Certified	2023-2024
Miller	Clinton	cmiller@leisd.ws	Observer	Certified	2023-2024
Muhammad	Dr. Gerald	geraldandkenya@hotmail.com	School Administrator	Certified	2023-2024
Pentecost	Renee	rpentecost@leisd.ws	District Administrator	Certified	2023-2024
Porter	Thaddeus	mrthadd_06@outlook.com	Assistant School Administrator	Certified	2023-2024
Reza	Christopher	creza@littlelmsd.net	Assistant School Administrator	Certified	2023-2024
Richardson	Marnie	marnierichardson@yahoo.com	Assistant School Administrator	Certified	2023-2024
Roberts	Ross	rroberts@littlelmsd.net	District Administrator	Certified	2023-2024
Robinson jr.	Watson	nordberg90@yahoo.com	Assistant School Administrator	Certified	2023-2024
Ross	Jimmy	jlross@leisd.ws	Assistant School Administrator	Certified	2023-2024
Sevier	Doug	dsevier@leisd.ws	School Administrator	Certified	2023-2024
Silcox	Christi	csilcox@leisd.ws	School Administrator	Certified	2023-2024
Sivick	Lindsay	sivick521@gmail.com	School Administrator	Certified	2023-2024
Thomas-Monday	Terilyn	tefranc@hotmail.com	Assistant School Administrator	Certified	2023-2024
Torres	Marcia	mtorres@leisd.ws	Assistant School Administrator	Certified	2023-2024
Vandiver	Audra	avandiver@littlelmsd.net	Assistant School Administrator	Certified	2023-2024
Werth	Kori	kwert@leisd.ws	School Administrator	Certified	2023-2024
White	Bernadette	bernadette.garcia586@yahoo.com	Assistant School Administrator	Certified	2023-2024

Board Agenda Item

Little Elm Independent School District
400 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 08-21-2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	LITTLE ELM ISD EXPENDITURES OVER \$100,000 SUMMARY REPORT				
Presenter or Contact Person:	Shay Adams, Assistant Superintendent for Business & Finance				
Policy/Code:	CH (LOCAL) Purchasing and Acquisition				
Strategic Plan Goal:	Ensuring Fiscal Health and Sustainability				
Summary:	Allows LEISD to purchase products or services valued over \$100,000 (listed on attachment) which have been properly purchased through statutorily authorized methods.				
Financial Implications:	See attached spreadsheet of expenditures and summary of services for Solution Tree expenditure.				
Attachments:	Little Elm ISD Expenditures Over \$100,000 Summary Report for Approval				
Recommendation:	The Administration recommends approval of the Little Elm ISD Expenditures Over \$100,000 Summary Report as submitted.				
Motion:	I move that the Board approve the Little Elm ISD Expenditures Over \$100,000 Summary Report dated August 21, 2023 as submitted.				

Little Elm ISD Interlocal Summary Report for Approval

Board Meeting Date August 21, 2023

Ref #	Vendor Name	Department	Status (New, Renewal, Vendor Change)	Prior Year Contract Amount	Renewal Amount	Purchase Amount/Change	Effective Date	Expiration Date	Description	Administrator
1	ZeroEyes	Safety & Security	New	N/A	\$423,000	\$423,000	8/22/2023	7/31/2028	Purchase of weapon detection services for 5 years. Each year is \$84,6000 which includes security and network infrastructure integration. ZeroEyes delivers a proactive, human-verified visual gun detection and situational awareness solution that integrates into existing digital security cameras to stop mass shootings and gun-related violence; by providing situational awareness that reduces response times	Donnie Bartlett

Board Agenda Item

Little Elm Independent School District
400 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 08-21-2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	LITTLE ELM ISD INTERLOCAL SUMMARY REPORT				
Presenter or Contact Person:	Shay Adams, Assistant Superintendent for Business & Finance				
Policy/Code:	GRB (LEGAL)				
Strategic Plan Goal:	Ensuring Fiscal Health and Sustainability				
Summary:	Allows LEISD to purchase products or services from other governmental entities (listed on attachment) which have been properly awarded contracts through statutorily authorized methods.				
Financial Implications:	See attached summary report.				
Attachments:	Little Elm ISD Interlocal Summary Report for Approval				
Recommendation:	The Administration recommends approval of the Little Elm ISD Interlocal Summary Report as submitted.				
Motion:	I move that the Board approve the Little Elm ISD Interlocal Summary Report dated August 21, 2023 as submitted.				

