

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 19, 2024, 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 Executive Director for Operational Services
Presenter: Asheley Brown
 - B. Introduction of New Principal of Little Elm High School
Presenter: Asheley Brown
 - C. Introduction of New Principal of Hackberry Elementary School
Presenter: Asheley Brown
 - D. Introduction of New Principal of Oak Point Elementary School
Presenter: Asheley Brown
 - E. Introduction of New Principal of Zellars Early Childhood Learning Center
Presenter: Asheley Brown
7. Reports of the Superintendent
 - A. Truancy Prevention Measures Update 4
Presenter: Michael Lamb
 - B. 2024-2025 Employee Handbook 5
Presenter: Asheley Brown
 - C. Athletics Department Update 90
Presenter: Mike Young
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 Regular Board Meeting Minutes - July 15, 2024	97
Presenter: Sonia S. Flores	
B. Discuss and consider approval of August 5, 2024 - Workshop Meeting Minutes	100
Presenter: Sonia S. Flores	
10. Action Items	
A. Discuss and consider approval of 2024-2025 Student Code of Conduct	102
Presenter: Donnie Bartlett	
B. Discuss and consider approval of Updated 2025 Strategic Plan Goals	152
Presenter: Dr. Penny Tramel	
C. Discuss and consider approval of TASB Endorsement for Board of Directors	155
Presenter: Sonia S. Flores	
D. Discuss and consider approval of Delegate and Alternate to the 2024 Texas Association of School Boards (TASB) Delegate Assembly	159
Presenter: Sonia S. Flores	
11. Consent Agenda	
A. Discuss and consider approval of Off-Campus Physical Education Sites	162
Presenter: Dr. Penny Tramel	
B. Discuss and consider approval of Financial Reports - December 2023	164
Presenter: Jesse Wyse	
C. Discuss and consider approval of Little Elm ISD Interlocal Summary Report	185
Presenter: Shay Adams	
D. Discuss and consider approval of Little Elm ISD Expenditures over \$100,000 Summary Report	187
Presenter: Shay Adams	
E. Discuss and consider approval of Little Elm ISD Purchasing Cooperative Memberships	189
Presenter: Shay Adams	
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

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-19-2024	Reports of the Superintendent ☒	Action Item ☐	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	TRUANCY PREVENTION MEASURES				
Presenter or Contact Person:	Michael Lamb				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Truancy Prevention Measures Update				
Financial Implications:	\$75,500.00				
Attachments:	Under Separate Cover				
Recommendation:	There is no Administration Recommendation. Item is for informational purposes only				
Motion:	There is no motion needed. Item is for informational purposes only				

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-19-2024	Reports of the Superintendent ☒	Action Item ☐	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	2024-2025 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 2024-2025 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:	2024-2025 LEISD Employee Handbook				
Recommendation:	For informational purposes only.				
Motion:	N/A				

LEISD Employee Handbook—2024 Update Guide to Changes and Additions

Topic	Page Number	Description of Change
District Calendar	5	Inserted new 2024-2025 LEISD District Calendar
District Values, Vision, Mission, and Goals	7-8	Updated to reflect the revisions made to the District's strategic plan
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
Title IX Coordinator	12	Updated name of Title IX Coordinator
Probationary Contracts	13	Edited to include information about LEISD's District of Innovation exemption from the "5 of 8 Rule"
Paychecks	21	Updated pay dates and added a statement regarding employee's responsibility to review the accuracy of their pay statements (TASB edit)
Overpayments	22	Added an explanation of overpayments (TASB edit)
Discretionary Leave Protected Dates	28-29	Updated list of protected dates for 24-25
Harassment of Students	50	Added Policy DF as it pertains to termination of employees for certain offenses against students (TASB edit)
Tobacco and Nicotine Products and E-Cigarette Use	66	Added "and Nicotine" to the topic and to the first paragraph (TASB edit)
Asbestos Management Plan	70	Edited policy code (TASB edit)
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)

2024-2025 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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Little Elm Independent School District

2024-2025 DISTRICT CALENDAR

www.littleelmsd.net

f @littleelmsd i @littleelmsd X @leisd YouTube Little Elm ISD

JULY 2024						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
SU	MO	TU	WE	TH	FR	SA
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
SU	MO	TU	WE	TH	FR	SA
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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FEBRUARY 2025						
SU	MO	TU	WE	TH	FR	SA
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MARCH 2025						
SU	MO	TU	WE	TH	FR	SA
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

CALENDAR KEY

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

*All employees must refer to workday calendar

SCHOOL HOURS

PRE-K
7:50 a.m. - 3:25 p.m.
Early Release: 11:50 a.m.

ELEMENTARY
7:50 a.m. - 3:25 p.m.
Early Release: 11:50 a.m.

MIDDLE SCHOOL
8:30 a.m. - 4:05 p.m.
Early Release: 12:30 p.m.

HIGH SCHOOL
7:15 a.m. - 2:50 p.m.
Early Release: 11:15 a.m.

NINE WEEK GRADING PERIODS

1st: Aug.8-Oct. 3

2nd: Oct.7-Dec. 20

3rd: Jan.8-Mar. 6

4th: Mar. 17-May 23

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@littleelmisd.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.littleelmisd.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
Brent Elementary
Chavez Elementary
Hackberry Elementary
Lakeview Elementary
Oak Point Elementary
Prestwick Elementary
Strike Middle School
Walker Middle School
Little Elm High School
Little Elm ISD Administration Building

PreKindergarten
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
6th – 8th
6th – 8th
9th – 12th
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...

Safety

- A safe and orderly environment where the basic needs of each student and staff member are met.

Diversity

- A diverse community and respect our differences.

Communication

- Honest and transparent communication.

Learning

- A thriving learning environment where the whole child can grow and develop.

Boundless Possibilities

- Critical thinking, creativity, innovation, and inspiration while envisioning a world where boundless possibilities unfold and full potential is met.

OUR GOALS ARE:

Safety and Security

1. We will provide and maintain safe, secure, and healthy learning environments conducive to learning.

Teaching & Learning

1. We will provide an aligned, written, taught, and assessed curriculum that provides for equitable rigor for students.
2. We will support constructivist learning in schools to promote meaning making, risk-taking, and empowerment for the whole child.
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 personalized learning experiences that support them meeting the social, emotional, and academic needs of all students.

Respectful Relationships

1. We will engage each student, staff, and community member in learning experiences that facilitate building and maintaining respectful relationships.

Human Capital

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

Community 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.

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:

- Mary Watkins, President
- DeLeon English, Vice President
- Ken Beber, Secretary
- Jeff Burton, Member
- Alex Flores, Member
- David Montemayor, Member
- Jason Olson, 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
Michael Meador	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 Services
Jesse Wyse	Executive Director for Business Services
Gregg Burcham	Director for Network & Technology Services
Kimberly Chow-Jackson	Director for Academic Programs
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
Frank Felice	Director for Fine Arts

School Directory

Michelle Gentry

Little Elm High School – Principal
1900 Walker Lane
972-947-9443

Bill Bush

Strike Middle School - Principal
8798 Scotty's Lake Lane, The Colony, TX 75056
972-947-9457

Christi Silcox

Walker Middle School - Principal
633 French Settlement
972-947-9458

Karie Kuster

Brent Elementary School – Principal
500 Witt Rd
972-947-9330

Lindsay Sivick

Chavez Elementary – Principal
2600 Hart Road
972-947-9452

Steve Menezes

Hackberry Elementary – Principal
7200 Snug Harbor (Frisco)
972-947-9453

Chris Reza

Lakeview Elementary – Principal
1800 Waterside Drive
972-947-9328

Bernadette White

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

Howard Higginbotham

Zellars Early Childhood Learning Center – Principal
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 Renee Pentecost, Director of Human Resource Services, 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:

Renee Pentecost

Director Human Resource Services

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. Generally, 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 the district will be one school year. However, the Little Elm ISD District of Innovation plan does include an exemption from TEC 21.102(b), which allows for a second probationary year for these experienced teachers.

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.

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. **Employees are responsible for regularly reviewing the accuracy of their pay statement.** Any questions regarding your paycheck can be directed to the LEISD Payroll Department at 972-947-9340.

The schedule of pay dates for the 2024–2025 school year are as follows:

September 20th	January 17th	May 20th
October 18th	February 20th	June 20th
November 20th	March 20th	July 18th
December 20th	April 18th	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 overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and the applicable supplemental pay. 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

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 2024-2025 school year and will result in docking of pay:

August 1-2 (Staff Development)

August 5-7 (Staff Development)

August 8 (First Day of Instruction)

August 23 (Staff Development)

August 30 (Day before holiday weekend)

September 3 (Day after holiday weekend)

September 20 (Staff Development)

October 4 (Staff Development)

October 10 (PSAT Testing Day, LEHS only)

October 14-15 (Staff Development - does not apply to 176, 177, 178, 226 or 240 work calendars)

October 31 (Day before a District Holiday - does not apply to those on 226 or 240 work calendars)

November 4 (Day after a District Holiday - does not apply to those on 226 or 240 work calendar)
 November 21 (Day before holiday break)
 December 2 (Day after holiday break)
 December 3, 5, 6, 10 & 12 (State Testing, LEHS only)
 December 20 (Day before holiday break)
 January 6 (Day after holiday break and Staff Development)
 January 8 (First Instruction day of Spring Semester)
 January 17 (Day before holiday weekend)
 January 21 (Day after holiday weekend)
 February 7 (Staff Development - does not apply to 176, 177, 178, 226 or 240 work calendars)
 February 16 (Day before District Holiday)
 February 20 (Day after District Holiday)
 March 4 (SAT Testing Day, LEHS only)
 March 7 (Day before Spring Break)
 March 17 (Day after Spring Break)
 April 3 - (Day before holiday weekend, if April 4 does not require attendance due to prior bad weather day)
 April 7 - (Day after holiday weekend, if April 4 does not require attendance due to prior bad weather day)
 April 10 - (STAAR English II EOC and STAAR 8 Reading, LEHS, SMS and WMS only)
 April 15 - (STAAR 3-7 Reading, English I EOC Elem., MS, and HS)
 April 16 - (STAAR English I EOC LEHS only)
 April 17 - (Day before holiday weekend, if April 18 does not require attendance due to prior bad weather day)
 April 21 - (Day after holiday weekend, if April 18 does not require attendance due to prior bad weather day)
 April 22 - (STAAR testing Elementary, Middle School and High School)
 April 24 - (STAAR testing LEHS, SMS and WMS only)
 April 28 - (STAAR testing LEHS, SMS and WMS only)
 April 29 - (STAAR testing Elementary, Middle School and High School)
 May 23 (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

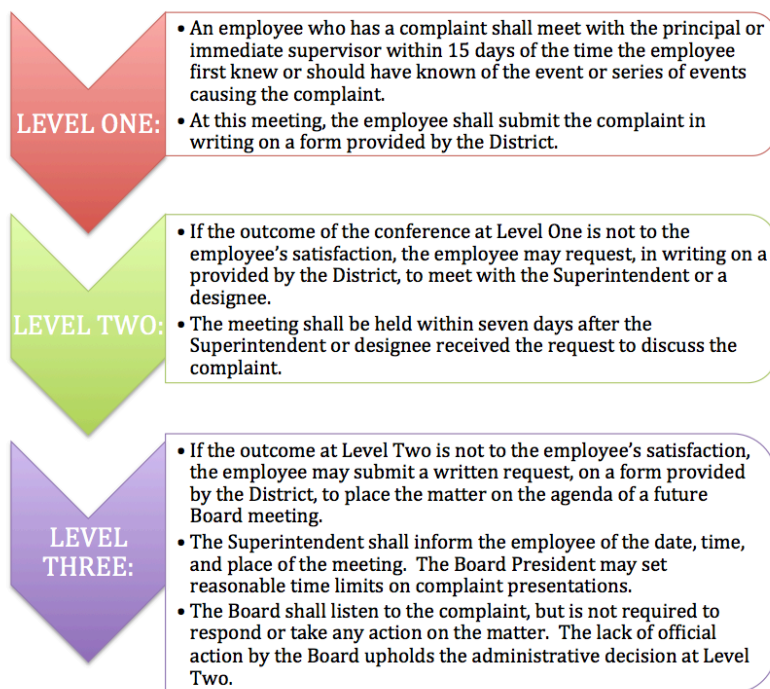
the employee of the date, time, and place of the meeting. The Board President may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter. The lack of official action by the Board upholds the administrative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

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 and Nicotine Products and E-Cigarette Use

Policies DH, FNCD GKA

State law prohibits smoking, using tobacco and nicotine 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 CSC

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, DHB

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, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, 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

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-19-2024	Reports of the Superintendent ☒	Action Item ☐	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	ATHLETICS DEPARTMENT UPDATE				
Presenter or Contact Person:	Mike Young				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Athletic Department Update				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Athletics Presentation				
Recommendation:	There is no Administration Recommendation. Item is for informational purposes only				
Motion:	There is no motion needed. Item is for informational purposes only				

School Board Presentation

Aug. 19th



LITTLE ELM ISD
THE
Destination
— DISTRICT —
NORTH TEXAS

92

ATHLETICS

Male Athlete Year	Kendyl Johnson
Female Athlete Year	Bailey McCreary

VOLLEYBALL	Kali Liva First Team All-Dist. Isabella Bueno Second Team
GIRLS BASKETBALL	Shiloh Kimpson-MVP, Raniyah Hunt-1st Team, Amina Diallo-1st Team
BOYS BASKETBALL	Kensington Candler 1st team all-district Camron Brown 2nd team all-district Braidon Kellum All Defensive team
GIRLS SOCCER	Utility Player of the year in 2023/2024, Freshman Defensive Player of the Year in 2023, Co-Coach of the Year 2003, All Region MF 2023 1st Team All District-Alexa Alonzo, Bailey McCreary, Karli Dennis
BOYS SOCCER	1st Team: Sam Flores, Dyllan Arias 2nd Team: Pierce Flynn, David Umanzor
GIRLS WRESTLING	2 Regional Qualifiers
BOYS WRESTLING	2 Regional Qualifiers 1 State Qualifier
BOYS POWERLIFTING	3 Regional Qualifiers: Asher Apodaca (114) - Finished 3rd at Regionals Besnik Hysenaj (165) - 2024 Academic All State Nick Garza (242) - Final Ranking 11 in Region
SOFTBALL	2023: Co-Defensive Player of the Year - Kyrsten Moran; 1st Team: Kyrsten Moran, Cadence Hernandez, Abigail Bucher, Jady Struxness; 2nd Team- Katie Mince, Maria Florentino.
	2024: 1st Team All-District- Jaydn Struzness & Meadow Doyle; Honorable Mention- Kamden St Cyr- Lainey St Cyr
BASEBALL	District Defensive MVP-Kendyl Johnson, 1st Team: Tristan Fielder OF, Caden Richardson P. 2nd Team: Ashton Creighton P,
	Thomas McHugh OF

ALL ATHLETIC AWARDS

TRACK - AREA QUALIFIERS

Ryan Bowerman-Bell Dillion Breckendrige
Ethan Breckenridge Keirsten Buckliey
Emmanual Eshman Jett Haynie
Josua Limones Carlton Mims
Diego Oliver Cruz Chase Pearson
Jaydon Periné Mark Veltri

ALL DISTRICT FOOTBALL

1st Team WR- Kendyl Johnson
DL - Trejen Volel
2nd Team - WR -Aiden Samuels
Returner - Kendyal Johnson
S - Prince Ijioma
RB - Semja Rector Jordan
TE - Jacob Ibidapo
3rd Team QB - Thomas Adams
RB - Jaydon Perine
DS -Matthew Reyes
OL - Josh Govan
WR - Carlton Mims
K - Latrell Armstrong
OLB - Ryan Martin
ILB - Osa Adonri
DE - Thomas Brooks

Lone Star Cup Results

Team Tennis, Cross Country, Marching Band, Military Marching Band, Volleyball, Robotics BEST, Football, Congress, Spirit, Swimming & Diving, Wrestling, Mariachi, Film, Basketball, Robotics FIRST, Soccer, Academics, One-Act Play, Theatrical Design, Track & Field, Golf, Tennis, Softball, Baseball

6A

95

2021-240

2022-216

2023-140

2024-185

Best finish in the last 10 years was 80th in 2014



ATHLETICS

SIGNEES 2024

SOCCER

Alexa Alonzo-Southern Nazarene University
Karli Dennis-Belmont Abby College
Danielle Quintanilla -Friends University
Bailey McCreary-Austin College
Noah Fillebrown- Oklahoma Wesleyan University

BASEBALL

Kendyl Johnson- Texas Tech University
Caden Richardson- Texas Tech University
Roman Robinson- Angelo State University
Dylan Terry- El Paso Community College
Ashton Crieghton- Seward County Community College
Christopher Sims- Highland Community College
Charles Thayer- Oklahoma Wesleyan University
Ben Heathcock - McCook Community College
Isaac Butler- Bethany University

VOLLEYBALL

Avery Allsop - Arlington Baptist University
Kali Liva - Texas Wesleyan University (beach volleyball)
Samantha Towery - Oklahoma Panhandle State University

GIRLS BASKETBALL

Madison Martin - Grayson College

FOOTBALL

Aiden Samuels- Southern Nazarene University
Casey Matlock- Southern Nazarene University
Ej Hawthorne- Southern Nazarene University
Prince Ijioma- Mississippi Valley State University
Tre Volel- William Penn University
Osa Adonri- Mcpherson College

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-19-2024	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	REGULAR BOARD MEETING MINUTES - 7/15/2024				
Presenter or Contact Person:	Sonia S. Flores				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Board Meeting Minutes for July 15, 2024.				
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 15, 2024				
Motion:	I move that the Board approve the attached Regular Board Meeting Minutes for July 15, 2024				

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 15, 2024, beginning at 6:00 PM in the Little Elm ISD Administration Building.

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

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. President Mary Watkins 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 7:04 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. 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.
7. Approval of Minutes
 - A. Consider approval of Regular Board Meeting Minutes - June 24, 2024
Ms. Sonia S. Flores briefed the Board about this item.
Trustee Jeff Burton made the first motion to approve this item as submitted. Secretary Ken Beber seconded the motion. The motion passed (5-2-0). Vice President DeLeon English and Trustee Alejandro Flores abstained from voting.
 - B. Consider approval of Special Meeting Minutes - July 1, 2024
Ms. Sonia S. Flores presented this item to the Board.

Trustee Jeff Burton made the first motion to approve this item as submitted. Vice President DeLeon English seconded the motion. The motion passed (5-2-0). Trustees David Montemayor and Jason Olson abstained from the vote.

8. Action Items

A. Consider approval of Act on Delegation of Authority to approve the Agreement for the Purchase of Attendance Credit

Ms. Shay Adams briefed the Board about this item.

Secretary Ken Beber made the first motion for the 2024-2025 school year, we delegated contractual authority to obligate the school district under Texas Education Code (TEC) 11.1511(c)(4) to the superintendent, solely for the purpose of obligating the district under TEC, 48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006. This included approval of the Agreement for the Purchase of Attendance Credit. Vice President DeLeon English seconded the motion. The motion passed (7-0).

9. Consent Agenda

A. Consider approval of Texas A&M Agrilife Extension Adjunct Faculty Resolution

B. Consider approval of Application for Teacher Data Portal of the Texas Assessment Management System Waiver

C. Consider approval of Application for Foreign Exchange Student Waiver

D. Consider approval of Application for Modified Schedule for State Assessment Testing Days Waiver

E. Consider approval of Staff Development Waiver for 2023-2024 School Year

F. Consider approval of Financial Reports - May 2024

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

H. Consider approval of Little Elm ISD Interlocal Summary Report

I. Consider approval of Request for Proposal #2019-002 Food Catering Services

Vice President DeLeon English made the first motion to approve the Consent Agenda as submitted. Trustee Jason Olson seconded the motion. The motion passed (7-0).

10. Board President Comments

Ms. Mary Watkins reminded those present about Open Registration for new students starting Wednesday.

11. Board Comments

Trustee Jason Olson reminded those present of convocation.

Trustee David Montemayor reminded those present about registration.

Trustee Jeff Burton said he is ready for the school year.

Trustee Alejandro Flores reminded those present of the back to school bash.

12. Superintendent Comments

Mr. Michael Lamb thanked those present for being at the meeting tonight.

Great day to be a Lobo!

13. Adjournment

Secretary Ken Beber made the first motion to adjourn the meeting. Vice President DeLeon English seconded the motion. The motion passed (7-0).

The meeting adjourned at 7:12 pm.

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-19-2024	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	WORKSHOP BOARD MEETING MINUTES - 8/05/2024				
Presenter or Contact Person:	Sonia S. Flores				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Board Meeting Minutes for August 5, 2024.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Meeting Minutes				
Recommendation:	The Administration recommends the approval of the Workshop Board Meeting Minutes for August 5, 2024				
Motion:	I move that the Board approve the attached Workshop Board Meeting Minutes for August 5, 2024				

Minutes of Workshop Meeting

The Board of Trustees Little Elm ISD

A Workshop Meeting of the Board of Trustees of Little Elm ISD will be held August 5, 2024, beginning at 6:00 PM in the Little Elm ISD Administration Building.

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

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. President Mary Watkins called the meeting to order at 6:00 pm.
2. Introduction and Roll Call
Ms. Sonia S. Flores took roll call.
3. Citizen Input
There was no citizen input.
4. Discuss and consider approval of the Staff Development Waiver for the 2024-2025 School Year
Dr. Penny Tramel updated the Board about this item. Trustee Jeff Burton made the first motion to approve this item as submitted. Trustee David Montemayor seconded the motion. The motion passed (7-0).
5. Workshop
The workshop began.
6. Adjournment
Secretary Ken Beber made the first motion to adjourn the meeting. Vice President DeLeon English seconded the motion. The motion passed (7-0).
The meeting adjourned at 8:59 pm.

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-19-2024	Reports of the Superintendent ☒	Action Item ☐	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	2024-2025 STUDENT CODE OF CONDUCT				
Presenter or Contact Person:	Donald Bartlett, Deputy Superintendent				
Policy/Code:	Section F: Students (FO- Student Discipline)				
Strategic Plan Goal:					
Summary:	The 2024-2025 LEISD Student Code of Conduct has been updated with the latest updates.				
Financial Implications:	No Financial impact. The Student Code of Conduct will be distributed electronically.				
Attachments:	2024-2025 LEISD Student Code of Conduct				
Recommendation:	For informational purposes only.				
Motion:	N/A				

Little Elm ISD Student Code of Conduct 2024–2025 School Year



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Little Elm ISD Student Code of Conduct

2024–2025 School Year

Little Elm ISD does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its programs and activities and provides equal access to all designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies.

<u>Title IX</u>	<u>Section 504/ADA</u>	<u>Other non-discrimination laws</u>
Renee Pentecost Director HR/Title IX 400 Lobo Lane Little Elm, Texas 75068 972-947-9340	Kristi Roberts Executive Director Special Populations 400 Lobo Lane Little Elm, Texas 75068 972-947-9340	Michael Lamb Superintendent of Schools 400 Lobo Lane Little Elm, Texas 75068 972-947-9340

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact **LEISD Deputy Superintendent Donnie Bartlett @ dbartlett@littleelmsd.net**

Purpose

The Student Code of Conduct (“Code of Conduct”), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Code of Conduct has been adopted by the Little Elm ISD board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator’s office and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

- During the regular school day;
- While the student is traveling on district transportation;
- During lunch periods in which a student is allowed to leave campus;
- At any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
- When a student engages in cyberbullying, as defined by Education Code 37.0832;
- When criminal mischief is committed on or off school property or at a school-related event;
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
- When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal or any other campus administrator selected by the principal. The CBC is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at www.littleelmisd.net.

Threat Assessment and Safe and Supportive School Team

The CBC or other appropriate administrator will work closely with the campus threat assessment and safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The CBC and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

The board utilizes school resource officers (SROs) to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

The law enforcement duties of school resource officers are:

- Establish rapport with the students
- Establish rapport with the parents, faculty, staff, and administrators.
- Create programs that benefit the students, school district and police.
- Be a positive role model for students and adults.
- Provide safety for students, faculty, staff and all persons involved with the school district.
- Provide limited counseling to students, parents and staff as necessary.
- Assist in maintaining order and enforcing school policies on school property. In conjunction with school officials, the SRO will take the appropriate law enforcement action, consistent with a police officer's duty. As soon as practicable, the SRO shall make the principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under authority of law.
- Refer students and/or their families to the appropriate agencies for assistance when the need is determined.
- **The SRO shall not act as a school disciplinarian.** However, if the principal believes an incident is a violation of the law, the principal should contact the SRO. Furthermore, upon request by any school official, staff member or any district employee the SRO is required to attend disciplinary proceedings or meetings with students and/or parents especially where safety may be a concern.
- Provide access and encourage classroom participation by SRO. Providing guidance lessons about proper police interaction between students and police.
- Provide the opportunity for SRO to address teachers and administrators about the SRO program, goals and objectives.
- **The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced.** Nothing required herein is intended to or will constitute a relationship of duty for

the assigned police officer or the Town beyond the general duties that exist for the law enforcement officer within the State.

“Parent” Defined

Throughout the Code of Conduct and related discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

Participating in Graduation Activities

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code of Conduct.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, SRO, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district’s grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 18 for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- ☐ Demonstrate courtesy, even when others do not.
- ☐ Behave in a responsible manner.
- ☐ Exercise self-discipline.
- ☐ Attend all classes regularly and on time.
- ☐ Bring appropriate materials and assignments to class.
- ☐ Meet district and campus standards of grooming and dress.
- ☐ Obey all campus and classroom rules.
- ☐ Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- ☐ Respect the property of others, including district property and facilities.
- ☐ Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- ☐ Adhere to the requirements of the Student Code of Conduct.

Student Right to Free Speech and Expression

Freedom of expression is a foundational freedom in America. The U.S. Supreme Court in *Tinker v. Des Moines* ruled that students do not “shed their constitutional rights to freedom of speech or expression at the schoolhouse gate.” However, the Supreme Court has ruled in multiple subsequent cases that student speech may be regulated as to time, place, and manner by a school district. Students may exercise their First Amendment right of expression, as long as that expression does not substantially disrupt the educational process, including but not limited to, using hateful, inappropriate, or offensive language or fighting words.

Further, student off-campus online conduct can result in disciplinary consequences if it:

- causes a substantial disruption at school;
- is serious or severe bullying or harassment of individuals;
- involves threats aimed at school officials, employees, or students; or;
- breaches school security devices.

Additionally, a student’s free expression is subject to the standards reflected in the school’s dress code and Student Code of Conduct. Students that violate the dress code or Student Code of Conduct will be disciplined according to the Student Code of Conduct.

Student Right to Protest

Freedom of protest is a foundational freedom in America, but students may be subject to discipline for protest inside a school or on school property during school hours if it disrupts the learning environment or school operations, or creates unrest. Any student who participates in a protest of this kind in a school or on school grounds, is subject to discipline according to the

Student Code of Conduct. Students may seek approval from the Superintendent if they desire to protest on school grounds outside of the school day and/or in a peaceful manner which does not disrupt the learning environment or school operations or create unrest.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** 16, **DAEP Placement** on page 18 , **Placement and/or Expulsion for Certain Offenses** on page 29 , and **Expulsion** on page 29 , those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 15.

Disregard for Authority

Students shall not:

- ☐ Fail to comply with directives given by school personnel.
- ☐ Leave school grounds or school-sponsored events without permission.
- ☐ Disobey rules for conduct in district vehicles.
- ☐ Refuse to accept discipline or consequence assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- ☐ Use profanity or vulgar language or make obscene gestures.
- ☐ Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 29 .)
- ☐ Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- ☐ Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- ☐ Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- ☐ Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- ☐ Engage in conduct that constitutes dating violence. (See **glossary**.)
- ☐ Engage in inappropriate or indecent exposure of private body parts.
- ☐ Participate in hazing. (See **glossary**.)
- ☐ Coerce an individual to act through the use or threat of force.

- ☐ Commit extortion or blackmail.
- ☐ Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- ☐ Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- ☐ Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 18.)
- ☐ Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- ☐ Steal from students, staff, or the school.
- ☐ Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 18.)
- ☐ Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- ☐ Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- ☐ A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- ☐ A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- ☐ An air gun or BB gun;
- ☐ Ammunition;
- ☐ A hand instrument designed to cut or stab another by being thrown;
- ☐ A firearm silencer or suppressor;
- ☐ *A location-restricted knife;
- ☐ *A club;
- ☐ *A firearm;

- ☐ A stun gun;
- ☐ Knuckles;
- ☐ A pocket knife or any other small knife;
- ☐ Mace or pepper spray;
- ☐ Pornographic material;
- ☐ Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- ☐ Matches or a lighter;
- ☐ A laser pointer, unless it is for an approved use; or
- ☐ Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 18 . In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- ☐ Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- ☐ Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 18 and **Expulsion** on page 29 for mandatory and permissive consequences under state law.)
- ☐ Possess or sell seeds or pieces of marijuana in less than a usable amount.
- ☐ Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- ☐ Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- ☐ Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- ☐ Abuse over-the-counter drugs. (See **glossary** for “abuse.”)

- ☐ Be under the influence of prescription or over-the-counter drugs that cause impairment to the body or mind. (See **glossary** for “under the influence.”)
- ☐ Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- ☐ Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- ☐ Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- ☐ Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- ☐ Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- ☐ Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- ☐ Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- ☐ Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- ☐ Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- ☐ Make false accusations or perpetrate hoaxes regarding school safety.
- ☐ Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

- ☐ Throw objects that can cause bodily injury or property damage.
- ☐ Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- ☐ Violate dress and grooming standards as communicated in the Student Handbook.
- ☐ Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- ☐ Gamble.
- ☐ Falsify records, passes, or other school-related documents.
- ☐ Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- ☐ Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).

- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension 16** .
- Placement in a DAEP, as specified in **DAEP** on page 18 .
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 29..
- Expulsion, as specified in **Expulsion** on page 29 .
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.

- ☐ Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- ☐ Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- ☐ Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- ☐ Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- ☐ Restricting the student's circulation.
- ☐ Securing the student to a stationary object while the student is standing or sitting.
- ☐ Inhibiting, reducing, or hindering the student's ability to communicate.
- ☐ Using chemical restraints.
- ☐ Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- ☐ Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy

FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the CBC's office, or the central administration office, or at www.littleelmsd.net.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

Removal from the School Bus

A bus driver may refer a student to the principal's office or the CBC's office to maintain effective discipline on the bus. The principal or CBC must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

- A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
- The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the CBC or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the CBC or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the CBC or other administrator may place the student in:

- ☐ Another appropriate classroom.
- ☐ ISS.
- ☐ Out-of-school suspension.
- ☐ DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- ☐ Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- ☐ Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- ☐ Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the CBC shall take into consideration:

- Self-defense (see **glossary**),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

- Self-defense (see **glossary**),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code of Conduct.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- ☐ Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- ☐ Inciting violence against a student through group bullying.
- ☐ Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- ☐ Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- ☐ Involvement in criminal street gang activity. (See **glossary**.)
- ☐ Any criminal mischief, including a felony.
- ☐ Assault (no bodily injury) with threat of imminent bodily injury.

- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The CBC **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion** on page 29.) (See **glossary** for "under the influence", "controlled substance," and "dangerous drug.")
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Sells, gives, or delivers to another person or possesses or uses an e-cigarette.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)

- ☐ Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- ☐ Engages in expellable conduct and is six to nine years of age.
- ☐ Commits a federal firearms violation and is younger than six years of age.
- ☐ Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 29.)
- ☐ Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution (see **glossary**),
 - A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
 - The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- ☐ The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- ☐ The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the CBC.

Conference

When a student is removed from class for a DAEP offense, the CBC or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the CBC or appropriate administrator shall provide the student:

- ☐ Information, orally or in writing, of the reasons for the removal;
- ☐ An explanation of the basis for the removal; and
- ☐ An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

- Self-defense (see **glossary**),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in

which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

- The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
- The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code of Conduct.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FOC(LOCAL). A copy of this policy may be obtained from the principal's

office, the CBC's office, the central administration office, or through Policy Online® at the following address <https://pol.tasb.org/PolicyOnline?key=393>

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

The district shall provide transportation to students in a DAEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

- Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated, or
- The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe

that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's **parents** may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

- Threatens the safety of other students or teachers,
- Will be detrimental to the educational process, or
- Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

- ☐ Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- ☐ Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- ☐ Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- ☐ Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- ☐ Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

- The date on which the student's conduct occurred,
- The location at which the conduct occurred,
- Whether the conduct occurred while the student was enrolled in the district, or
- Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

- Threatens the safety of other students or teachers,
- Will be detrimental to the educational process, or
- Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

- The student graduates from high school,
- The charges are dismissed or reduced to a misdemeanor offense, or
- The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's

parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

- Self-defense (see **glossary**),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 18.)

Any Location

A student **may** be expelled for:

- ☐ Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- ☐ Inciting violence against a student through group bullying.
- ☐ Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- ☐ Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- ☐ Criminal mischief, if punishable as a felony.
- ☐ Engaging in conduct that contains the elements of one of the following offenses against another student:
 - ☐ Aggravated assault.
 - ☐ Sexual assault.
 - ☐ Aggravated sexual assault.
 - ☐ Murder.
 - ☐ Capital murder.
 - ☐ Criminal attempt to commit murder or capital murder.
 - ☐ Aggravated robbery.

- ☐ Breach of computer security. (See **glossary**.)
- ☐ Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- ☐ Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- ☐ Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- ☐ Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- ☐ Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- ☐ Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- ☐ Aggravated assault, sexual assault, or aggravated sexual assault.
- ☐ Arson. (See **glossary**.)
- ☐ Murder, capital murder, or criminal attempt to commit murder or capital murder.
- ☐ Indecency with a child.
- ☐ Aggravated kidnapping.
- ☐ Manslaughter.
- ☐ Criminally negligent homicide.
- ☐ Aggravated robbery.
- ☐ Continuous sexual abuse of a young child or disabled individual.
- ☐ Felony controlled substance or dangerous drug offenses, not including THC.

- ☐ Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- ☐ Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- ☐ Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion, as defined by Penal Code 1.07; or
- Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- ☐ Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
 - A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or disabled individual.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the CBC or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

- Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
- An opportunity to testify and to present evidence and witnesses in the student's defense, and
- An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the **Deputy Superintendent** authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

- Self-defense (see **glossary**),

- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history,
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the **Deputy Superintendent** shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

- The student is a threat to the safety of other students or to district employees, or
- Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the CBC or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

- The out-of-state district provides the district with a copy of the expulsion order, and
- The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

- The student is a threat to the safety of other students or district employees, or
- Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

- Causes serious bodily injury to another;
- Uses or exhibits a deadly weapon; or
- Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a. 65 years of age or older, or
 - b. A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

- Starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; or
 - b. Any building, habitation, or vehicle:
 - (1) Knowing that it is within the limits of an incorporated city or town,
 - (2) Knowing that it is insured against damage or destruction,
 - (3) Knowing that it is subject to a mortgage or other security interest,
 - (4) Knowing that it is located on property belonging to another,
 - (5) Knowing that it has located within it property belonging to another, or
 - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
- Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damaging or destroying a building belonging to another, or
 - b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes

school district property or information or commits a breach of any other computer, computer network, or computer system.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable [firearm](#); or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such **a** term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

- Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
- Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
- Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
 - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
 - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;

- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

Hazing is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or

Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

- 107. Clothing, purse, or backpack;
- 108. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
- 109. Telecommunications or electronic devices; or
- 110. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

- 111. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
 - a. A machine gun;
 - b. A short-barrel firearm;
- 112. Armor-piercing ammunition;
- 113. A chemical dispensing device;
- 114. A zip gun;
- 115. A tire deflation device; or
- 116. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and must consider the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- ☐ Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- ☐ Behavior identified by the district as grounds for discretionary DAEP placement.
- ☐ Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- ☐ Refusal to attempt or complete schoolwork as assigned.
- ☐ Insubordination.
- ☐ Profanity, vulgar language, or obscene gestures.
- ☐ Leaving school grounds without permission.
- ☐ Falsification of records, passes, or other school-related documents.
- ☐ Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

5. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
6. Place any person in fear of imminent serious bodily injury;
7. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
8. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;

9. Place the public or a substantial group of the public in fear of serious bodily injury; or
10. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- ☐ Murder, manslaughter, or homicide under Sections 19.02 –.05;
- ☐ Kidnapping under Section 20.03;
- ☐ Trafficking of persons under Section 20A.02;
- ☐ Smuggling or continuous smuggling of persons under Sections 20.05 –.06;
- ☐ Assault under Section 22.01;
- ☐ Aggravated assault under Section 22.02;
- ☐ Sexual assault under Section 22.011;
- ☐ Aggravated sexual assault under Section 22.021;
- ☐ Unlawful restraint under Section 20.02;
- ☐ Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- ☐ Bestiality under Section 21.09;
- ☐ Improper relationship between educator and student under Section 21.12;
- ☐ Voyeurism under Section 21.17;
- ☐ Indecency with a child under Section 21.11;
- ☐ Invasive visual recording under Section 21.15;
- ☐ Disclosure or promotion of intimate visual material under Section 21.16;
- ☐ Sexual coercion under Section 21.18;
- ☐ Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- ☐ Abandoning or endangering a child under Section 22.041;
- ☐ Deadly conduct under Section 22.05;
- ☐ Terroristic threat under Section 22.07;

- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

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
08-19-2024	☐	☒	☐	☐	☐
Subject:	UPDATED 2025 DESTINATION DISTRICT STRATEGIC PLAN GOALS				
Presenter or Contact Person:	Dr. Penny Tramel, Assistant Superintendent for Curriculum and Learning				
Policy/Code:	N/A				
Strategic Plan Goal:	Destination 2025 Strategic Plan				
Summary:	A committee composed of teachers, administrators, students, parents, and Board members meet over a period of seven months to review data and update the Destination District 2025 Strategic Plan. As a result, goals were revised and new goals were added as a recommendation for the 2030 Destination District Strategic Plan.				
Financial Implications:	There is no financial implication to the budget other than the cost of accomplishing Strategic Planning Goals.				
Attachments:	Destination District 2030 Strategic Plan Goals				
Recommendation:	I recommend the Board approve the Destination District 2030 Strategic Plan Goals as submitted.				
Motion:	I move the Board approve the Updated 2030 Strategic Plan Goals as submitted.				



Proposed 2030 Destination District Strategic Plan Goals

The following Superintendent/District goals are proposed to the Little Elm ISD Board of Trustees as our Strategic Plan Goals for Destination 2030. These goals focus in the areas of Safety and Security, Human Capital, Respectful Relationships, Teaching and Learning, Community Engagement, and Ensuring Fiscal Health and Sustainability.

Safety and Security

Little Elm will provide and maintain safe, secure and healthy learning environments conducive to learning.

Human Capital

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

Respectful Relationships

LEISD will engage each student, staff, and community member in learning experiences that facilitate building and maintaining respectful relationships.

Teaching and Learning

Curriculum and Learning Services will provide an aligned, written, taught and assessed curriculum that provides for equitable rigor for students.

Curriculum and Learning Services will support constructivist learning in schools to promote meaning making, risk-taking, and empowerment for the whole child.

Curriculum and Learning will engage each student in learning experiences that lead to increased college, career, and military opportunities for post-secondary readiness.

Curriculum and Learning will engage each employee in personalized learning experiences that support them meeting the social, emotional, and academic needs of all students.

Community Engagement

LEISD will communicate with the LEISD community to build trust, support, and involvement.



Proposed 2030 Destination District Strategic Plan Goals

LEISD will foster relations with community partners to enhance educational opportunities.

Ensuring Fiscal Health and Sustainability

LEISD will ensure funding for teaching and learning, operations, and capital improvement to support student success at every level.

Draft

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-19-2024	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	TASB ENDORSEMENT FOR BOARD OF DIRECTORS				
Presenter or Contact Person:	Sonia S. Flores				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	This item is to be used to endorse a nominated individual from a board of trustees within your TASB Region who is a timely candidate for a position on the TASB Board of Directors				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Endorsement Forms				
Recommendation:	The Administration recommends the approval endorsing the discussed nominee for a position on the TASB Board of Directors				
Motion:	I move that the Board approve the selected nominee for a position on the TASB Board of Directors				

TASB Director Candidates

*Indicates Large District Director Positions
(I) Incumbents

<u>REGION/POSITION</u>	<u>DIRECTOR</u>	<u>DISTRICT</u>	<u>TERM</u>	
Region 1, Position A	Alison Busse-Savage	Lyford CISD	2024–2027	
	Yolanda Castillo	Pharr-San Juan-Alamo ISD		
	Deborah Crane Aliseda	McAllen ISD		
	Marcos Garcia	Mercedes ISD		
Region 3	Margaret Pruett	Victoria ISD	2024–2027	
Region 4, Position A	Rose Avalos	Aldine ISD	2024–2027	
Region 4, Position C	Kelly Hodges	Spring ISD		156
	Tony Hopkins	Friendswood ISD	2024–2027	
Region 4, Position F*	Vacant	Cypress-Fairbanks ISD	2024–2027	
Region 4, Position G*	Angie Hanan	Fort Bend ISD	2024–2026	
Region 5	Nicholas Phillips	Nederland ISD	2024–2027	
Region 10, Position A	Tricia Ikard	Maypearl ISD	2024–2027	
Region 10, Position E*	Dynette Davis	Frisco ISD	2024–2026	
Region 11, Position D	Steven Newcom	Eagle Mountain-Saginaw ISD	2024–2027	
Region 12	Steven Carter	Connally ISD	2024–2027	
	Russ Johnson	Lorena ISD		
	Marvin Rainwater	Killeen ISD		
	Keri Roberts	Goldthwaite CISD		
	Pam Watts	Midway ISD-McLennan County		
Region 13, Position C	Bryan Holubec	Thrall ISD	2024–2027	
	Kathy Major	Liberty Hill ISD		
	Stephanie Rodriguez-Barnett	Manor ISD		

TASB Director Candidates

*Indicates Large District Director Positions
(I) Incumbents

<u>REGION/POSITION</u>	<u>DIRECTOR</u>	<u>DISTRICT</u>	<u>TERM</u>	
Region 17	Carlos Bentancourt	Slaton ISD	2024–2027	
	Sylvia De La Garza	Plainview ISD		
Region 18	Steve Brown	Ector County ISD	2024–2027	
	Sara Burleson	Midland ISD		
Region 19	Marlene Bullard	Tornillo ISD	2024–2027	
Region 20, Position A	Ginger Friesenhahn	East Central ISD	2024–2026	
Region 20, Position D	Rich Sena	Boerne ISD	2024–2025	157



TASB ENDORSEMENT FORM

DATE: _____

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: _____

SCHOOL DISTRICT: _____

This endorsement was approved by our school district's board of trustees at a duly called meeting on

(Date)

Best regards,

(Signature of board president or officer)

PRINTED NAME: _____

SCHOOL DISTRICT: _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____

This form is to be used to endorse a nominated individual from a board of trustees within your TASB Region who is a timely candidate for a position on the TASB Board of Directors.

Must be received by TASB on or before AUGUST 29, 2024.

RETURN TO: E-mail: boardcommunications@tasb.org

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-19-2024	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	DELEGATE AND ALTERNATE TO THE 2024 TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB) DELEGATE ASSEMBLY				
Presenter or Contact Person:	Sonia S. Flores				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	TASB'S 2024 Delegate Assembly will be held September 28, 2024, during txEDCON24. Attending Delegate Assembly gives the board the chance to participate in the democratic process that governs TASB. Delegates will elect TASB officers and directors, vote on TASB's Advocacy Agenda, have the opportunity to interact with other board members in our region, and earn continuing education training credit.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Endorsement Forms				
Recommendation:	The Administration recommends that the Board of Trustees selects a member as the Official Voting Delegate and Alternate.				
Motion:	I move that the Board approve the selected Board Members to represent us as the Official Voting Delegate and Alternate at the 2024 TASB Delegate Assembly.				

Name your Delegate.

2



Place an item on your upcoming board agenda.

Take action now, so you are prepared when registration opens in July.

Suggested agenda language:

- **Item name:** Discuss and consider board approval of a Delegate and Alternate to the 2024 Texas Association of School Boards (TASB) Delegate Assembly.
- **Background:** TASB's 2024 Delegate Assembly will be held Sept. 28, 2024, during txEDCON24 in San Antonio. Attending Delegate Assembly gives the board the chance to participate in the democratic process that governs TASB. Delegates will elect TASB officers and directors, vote on TASB's Advocacy Agenda, have the opportunity to interact with other board members in our region, and earn continuing education training credit.
- **Recommended Action:** I recommend that the Board of Trustees name [INSERT NAME] as the Official Voting Delegate and [INSERT NAME] as the Alternate to the 2024 TASB Delegate Assembly.



Select your Delegate and Alternate.

Your Delegate, or Alternate, will be voting on important Association business, so carefully consider who you want representing your board and district. As school board members, all of you already have the most important qualification: a passion for Texas public schools and the students they serve. Now, think about who would best fit these qualities:

- **Knowledge:** The Assembly will consider a wide range of advocacy issues. Who has the best background on the challenges and concerns for your district and community?
- **Voice:** Delegates may submit amendments to proposed action items. Who would be best equipped to consider how amendments may affect your district and then take action based on your board's priorities?
- **Commitment:** The Regional Caucuses and Assembly are held during the Saturday of txEDCON24. Who can commit their time to the full meeting?

Name your delegate.

Step 2 continued



Register your representatives

New this year, registration will open in July as part of txEDCON24 registration. Make sure your board takes action now to select your representatives, so you are ready as soon as registration opens!

Your superintendent or superintendent secretary will be able to submit your board's Delegate and Alternate at the same time as they register your team for convention.

More information will be shared in late June.

" My favorite time is when we review our legislative priorities, and the important, thoughtful discussions that arise from different viewpoints, different experiences, different needs. One thing that never fails to shine through is the common belief about doing the best for our children — all children."

***– Sandy Hughey
North East ISD***



Watch for your Assembly materials.

In early September, the *Delegate Handbook* and Nominations Committee Report will be posted at tasb.org/delegate. Your registered Delegate and Alternate, as well as your board president and superintendent, will receive an email when the materials are available.

Questions?

If you have any questions about Delegate Assembly or naming your board's representatives, contact TASB Board and Management Services at **800-580-8272** or membercommunications@tasb.org.

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**



tasb.org/delegate

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
08-19-2024	☐	☐	☒	☐	☐
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, The Dallas Conservatory, Prodigy Dance and Performing Arts Center, Express Cheer, Lakes Tennis Academy, and Brookhaven Country Club are submitted for Board approval.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Under Separate Cover				
Recommendation:	The Administration recommends the Board approve the Off-Campus PE Site as submitted.				
Motion:	I move the Board approve the Off-Campus PE Site as submitted.				

August 14, 2024

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 19 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 2024-2025, 2025-2026, and 2026-2027 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 call (512) 463-9581 or email 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 08-19-2024	Reports of the Superintendent ☐	Action Item ☐	Consent Agenda ☒	Reports, Routine Monthly ☐	Other ☐
Subject:	FINANCIAL REPORTS - JUNE 2024				
Presenter or Contact Person:	Jesse Wyse, Executive Director of Budget and Finance				
Policy/Code:	Board Legal Status Powers and Duties – BAA (LOCAL) Annual Operating Budget – CE (LOCAL)				
Strategic Plan Goal:	Ensuring Fiscal Health & Sustainability				
Summary:	Monthly financial reports are prepared by the Business Services Department. <i>*Financial report format currently under construction for improved clarity for end users.</i>				
Financial Implications:	As this is a report only, there are no direct financial implications. Each month, financial reports are prepared detailing the status of the District's budget as of the most recent accounting period. The following reports are included to provide financial transparency.				
Attachments:	Financial Reports Expenditures by Major Object (for Board Adopted Funds 199, 240, 511) Budget to Actuals (for Board Adopted Funds 199, 240, 511) Cash Flow Statement Cash Position Quarterly Investment Reports Property Tax Collection Reports Capital Project Reports Quarterly Expenditures >\$50k and <\$100k Quarterly Donations Report				

Recommendation: | The Administration recommends approval of the June 2024 Financial Reports as presented.

Motion: | I move that the Board approve the June 2024 Financial Reports as presented.

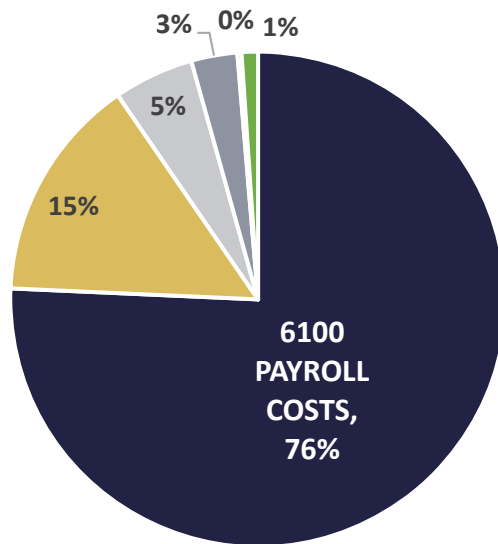
Financial Report

June

- Budget to Actuals
- Expenditures by Major Object
- Cash Flow Statement
- Cash Position
- Quartly Investment Reports
- Property Tax Collection Report
- Capital Project Reports
- Quarterly Expenditures > \$50k and < \$100k
- Quarterly Donations

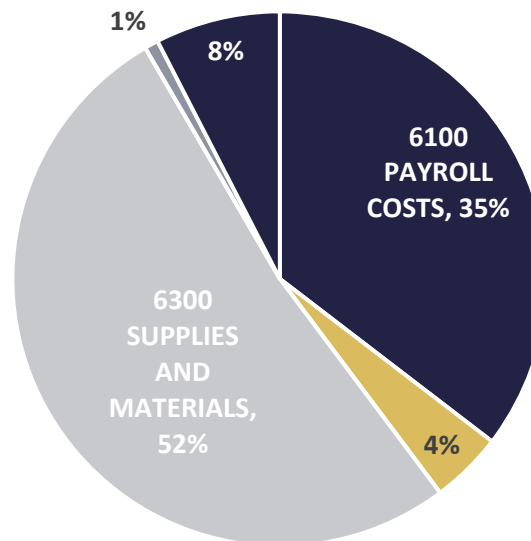


General Fund - 199



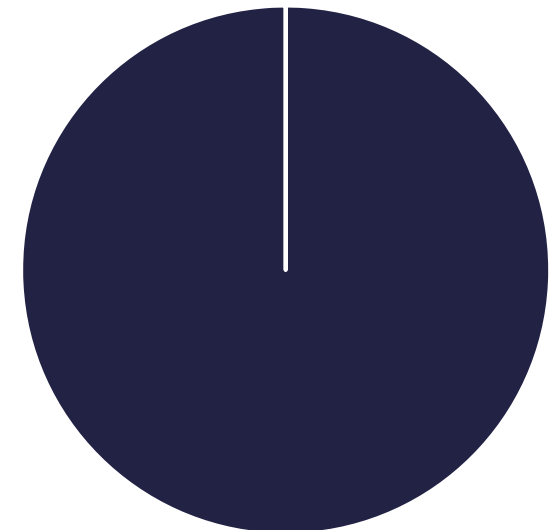
- 6100 PAYROLL COSTS
- 6200 PROFESSIONAL & CONTRACTED
- 6300 SUPPLIES AND MATERIALS
- 6400 OTHER OPERATING COSTS
- 6500 DEBT SERVICE
- 6600 CPTL OUTLY LAND BLDG & EQUIP

Child Nutrition - 240



- 6100 PAYROLL COSTS
- 6200 PROFESSIONAL & CONTRACTED
- 6300 SUPPLIES AND MATERIALS
- 6400 OTHER OPERATING COSTS
- 6600 CPTL OUTLY LAND BLDG & EQUIP

DEBT SERVICE - 511

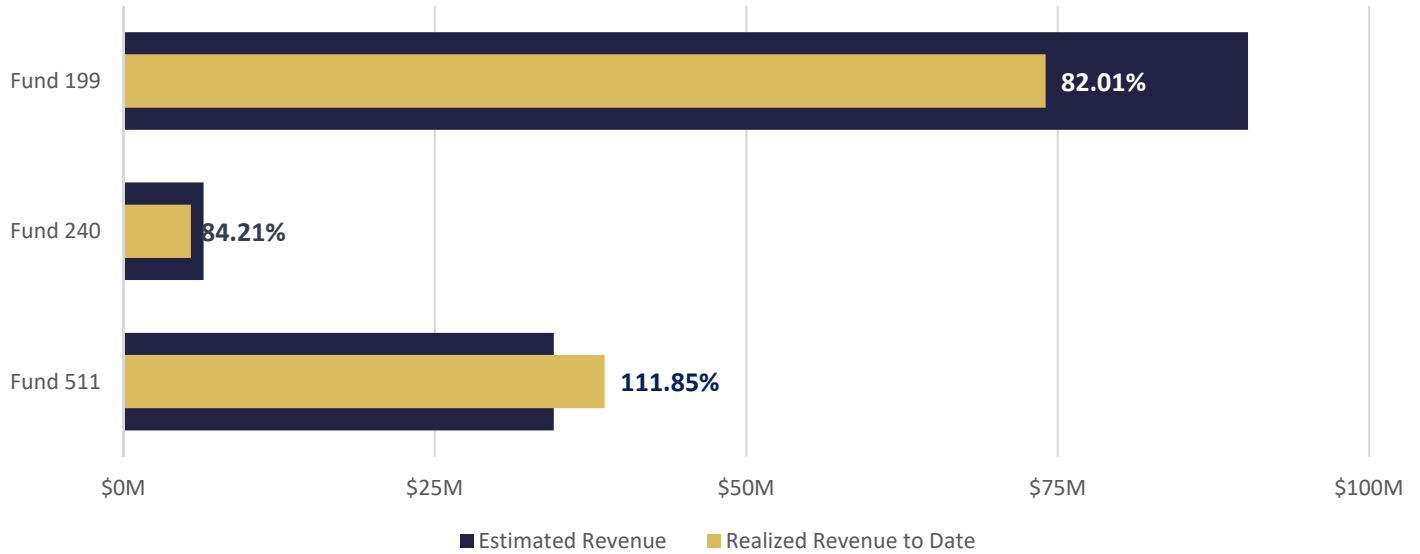


- 6500 DEBT SERVICE

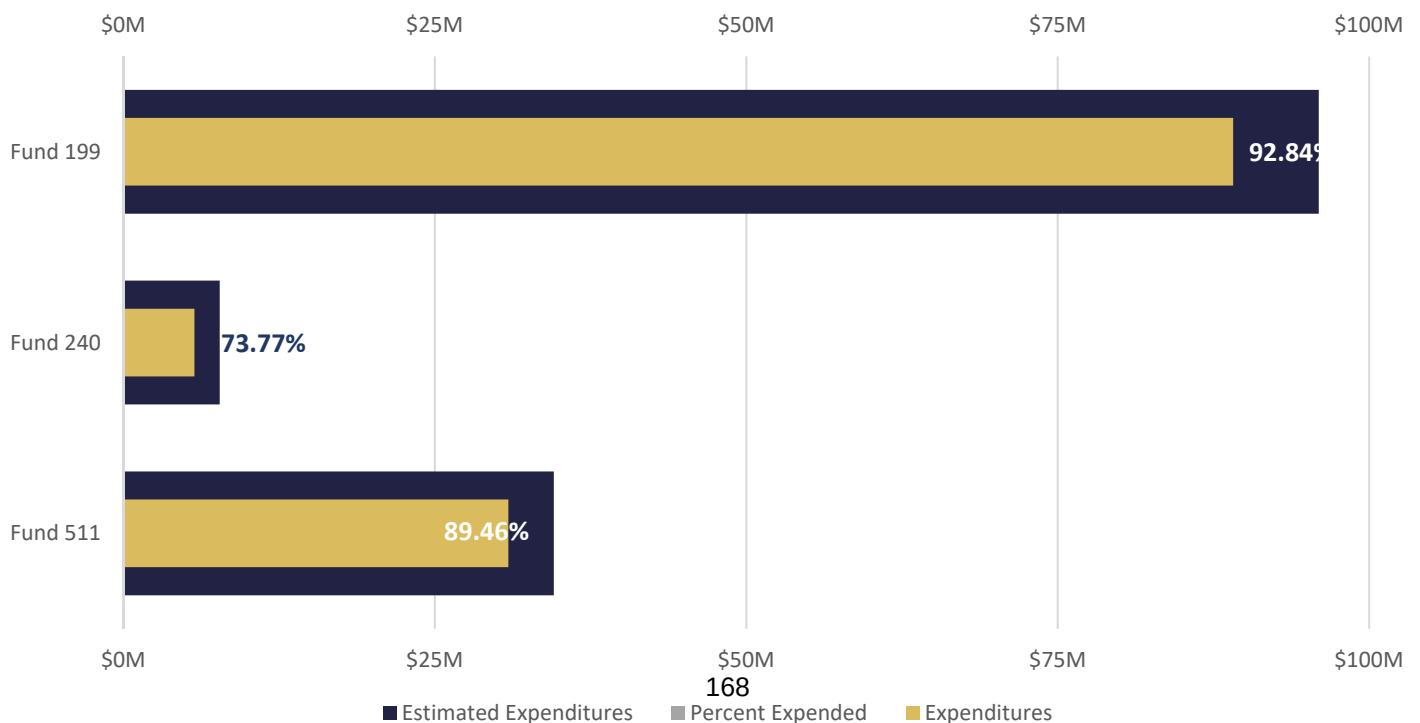
Budget to Actuals
Expenditures and Revenue
Through Accounting Period: June 2024



Revenue: Estimated vs. Realized



Expenditures: Estimated vs. Expended



Revenues and Expenditures by Major Object Code
LITTLE ELM I.S.D
Accounting Periods: 07 through 06
ACTUALS THROUGH JUNE

Class/Major Object Code	Est Rev/Approp	Encumbrances	Real Rev/Exp	Balances
Fund Code 199 / 4 - GENERAL FUND				
6100 PAYROLL COSTS	-70,029,115.92	.00	67,447,238.03	-2,581,877.89
6200 PROFESSIONAL & CONTRACTED SVS	-15,437,744.53	.00	13,107,277.20	-2,330,467.33
6300 SUPPLIES AND MATERIALS	-5,820,584.18	.00	4,663,153.04	-1,157,431.14
6400 OTHER OPERATING COSTS	-3,469,850.00	.00	2,681,519.06	-788,330.94
6500 DEBT SERVICE	-241,364.70	.00	239,983.30	-1,381.40
6600 CPTL OUTLY LAND BLDG & EQUIP	-956,898.00	.00	949,514.97	-7,383.03
Subtotals for Fund 199 / 4	-95,955,557.33	.00	89,088,685.60	-6,866,871.73
Fund Code 240 / 4 - NATL BREAKFAST/LUNCH PROGRAM				
6100 PAYROLL COSTS	-2,520,508.00	.00	2,021,305.17	-499,202.83
6200 PROFESSIONAL & CONTRACTED SVS	-408,179.64	.00	249,030.64	-159,149.00
6300 SUPPLIES AND MATERIALS	-3,831,617.00	.00	2,959,146.44	-872,470.56
6400 OTHER OPERATING COSTS	-106,000.00	.00	47,903.47	-58,096.53
6600 CPTL OUTLY LAND BLDG & EQUIP	-872,250.00	.00	431,554.23	-440,695.77
Subtotals for Fund 240 / 4	-7,738,554.64	.00	5,708,939.95	-2,029,614.69
Fund Code 511 / 4 - DEBT SERVICE FUND				
6500 DEBT SERVICE	-34,547,751.00	.00	30,906,125.32	-3,641,625.68
Subtotals for Fund 511 / 4	-34,547,751.00	.00	30,906,125.32	-3,641,625.68
Grand Totals	-138,241,862.97	.00	125,703,750.87	-12,538,112.10

End of Report

Revenues and Expenditures by Major Object Code
LITTLE ELM I.S.D
Accounting Periods: 07 through 06
ACTUALS THROUGH JUNE

Class/Major Object Code	Est Rev/Approp	Encumbrances	Real Rev/Exp	Balances
Fund Code 199 / 4 - GENERAL FUND				
5700 REVENUE-LOCAL AND INTERMEDIATE	62,455,700.00	.00	-59,727,443.40	2,728,256.60
5800 STATE PROGRAM REVENUES	25,597,031.00	.00	-11,230,013.38	14,367,017.62
5900 FEDERAL PROGRAM REVENUES	2,224,637.00	.00	-3,073,532.15	-848,895.15
Subtotals for Fund 199 / 4	90,277,368.00	.00	-74,030,988.93	16,246,379.07
Fund Code 240 / 4 - NATL BREAKFAST/LUNCH PROGRAM				
5700 REVENUE-LOCAL AND INTERMEDIATE	2,085,774.00	.00	-2,032,845.96	52,928.04
5800 STATE PROGRAM REVENUES	517,970.00	.00	-19,194.81	498,775.19
5900 FEDERAL PROGRAM REVENUES	3,830,561.00	.00	-3,364,685.76	465,875.24
Subtotals for Fund 240 / 4	6,434,305.00	.00	-5,416,726.53	1,017,578.47
Fund Code 511 / 4 - DEBT SERVICE FUND				
5700 REVENUE-LOCAL AND INTERMEDIATE	34,347,125.00	.00	-36,393,304.56	-2,046,179.56
5800 STATE PROGRAM REVENUES	200,626.00	.00	-2,249,120.00	-2,048,494.00
Subtotals for Fund 511 / 4	34,547,751.00	.00	-38,642,424.56	-4,094,673.56
Grand Totals	131,259,424.00	.00	-118,090,140.02	13,169,283.98

End of Report

**Little Elm Independent School District
General Operating Cash Flow Statement
FY 2023-2024**

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	TOTAL
<i>Beginning Cash Balance in Bank</i>	30,370,136.36	34,347,645.76	36,348,406.52	37,557,556.15	32,590,011.84	26,285,412.26	27,549,841.54	26,225,524.88	26,674,429.01	29,906,982.92	29,312,621.98	29,860,256.95	30,370,136.36
RECEIPTS													
Tax Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Interest	48,922.77	53,296.60	56,683.91	50,250.98	40,850.31	42,519.89	39,586.56	40,834.13	50,866.63	44,818.28	48,352.83	49,351.15	566,334.04
Other Local Revenue	87,932.36	2,054,910.50	278,009.88	199,051.04	238,118.06	114,551.64	148,922.71	109,053.37	121,794.20	262,199.11	158,746.50	129,410.44	3,902,699.81
State Revenue - Available School	1,232.60	854.77	10,728.93	7,639.73	1,631.26	14,655.56	3,728.10	3,059.37	4,623.08	11,554.93	4,116.74	4,876.26	68,701.33
State Revenue - Foundation	357,459.00	961,447.00	2,479,832.00	192,637.00	416,211.00	195,754.00	-	-	573,468.00	183,441.00	189,598.00	407,895.00	5,957,742.00
State Revenue - Debt Service	-	-	64.00	1,726,388.00	-	0.00	-	-	-	-	-	425,933.00	2,152,385.00
State Revenue - Misc	-	-	-	-	-	2,249,120.00	-	-	-	-	-	0.00	2,249,120.00
SHARS Receipts	6,623.36	21,780.00	700.00	-	-	273,050.76	350.00	2,710.00	271.00	-	-	39,937.39	345,422.51
Federal Program Revenue	378,667.58	1,699,566.95	373,039.89	1,620,444.13	1,468,855.81	240,305.50	129,517.07	1,584,231.19	179,980.07	288,215.19	646,233.24	952,453.99	9,561,510.61
Federal Program Revenue 240	23,936.09	-	-	588,728.27	264,144.72	1,429.20	496,633.12	585,603.27	336,465.57	232,594.56	331,948.94	285,803.71	3,147,287.45
Lunch Revenue - local 240	2,232.83	203,488.33	218,231.91	194,684.45	194,053.20	169,972.81	182,580.84	212,831.08	169,622.98	212,303.68	177,483.58	8,588.56	1,746,074.25
Payroll Deposits	417.00	1,178.59	-	2,522.67	138.36	378.08	437.31	266.68	-	137.54	137.54	225.63	1,746,074.25
Transfers from Debt Service	-	-	-	-	-	0.00	-	-	-	-	-	0.00	-
Transfers from Investment Acct	12,000,000.00	7,000,000.00	7,000,000.00	1,516,787.34	1,000,000.00	7,148,363.55	10,000,000.00	7,000,000.00	11,317,745.96	8,406,798.36	8,643,635.65	10,645,636.23	91,678,967.09
Total Revenue	12,907,423.59	11,996,522.74	10,417,290.52	6,099,133.61	3,624,002.72	10,450,100.99	11,001,755.71	9,538,589.09	12,754,837.49	9,642,062.65	10,200,253.02	12,950,111.36	121,582,083.49
DISBURSEMENTS													
Payroll Checks	26,167.73	3,899,016.52	4,067,740.75	4,141,082.15	4,112,598.93	4,157,970.53	4,117,002.60	4,091,659.63	4,116,457.23	4,086,939.46	4,115,816.70	4,091,759.69	45,024,211.92
Accounts Payable Checks	3,724,299.53	4,532,064.52	3,569,792.03	5,264,556.09	2,688,992.22	3,464,731.33	4,090,413.08	2,944,204.98	3,906,393.53	5,026,602.24	3,548,220.12	2,743,145.04	45,503,414.71
TRS	4,647,642.74	1,105,793.87	1,091,652.02	1,175,063.18	1,176,370.05	1,159,872.45	1,166,288.59	1,163,496.41	1,159,818.39	1,161,434.30	1,152,603.72	1,854,845.39	18,014,881.11
IRS	531,804.19	458,887.07	478,956.09	485,976.50	482,809.15	496,579.99	466,311.72	458,675.64	466,444.61	463,965.06	466,003.19	467,937.28	5,724,350.49
Bank Charges/ NSF's/Bk Trans	-	-	-	-	-	-	-	-	0.00	29,078.34	-	-	29,078.34
Total Expenditures	8,929,914.19	9,995,761.98	9,208,140.89	11,066,677.92	8,460,770.35	9,279,154.30	9,840,015.99	8,658,036.66	9,649,113.76	10,768,019.40	9,282,643.73	9,157,687.40	114,295,936.57
Cash Transfer to TEA	-	-	-	-	-	-	(62,047.00)	-	-	-	-	-	(62,047.00)
Cash Transfer to Debt Service	-	-	-	-	-	-	(2,241,420.00)	-	-	-	-	-	(2,241,420.00)
Transfers to Investment Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
In Transit	-	-	-	-	1,467,831.95	(93,482.59)	182,589.38	431,648.30	(126,830.18)	(531,595.81)	369,974.32	1,725,295.13	3,425,430.50
Total Expenditures & Transfers	8,929,914.19	9,995,761.98	9,208,140.89	11,066,677.92	9,928,602.30	9,185,671.71	7,719,138.37	9,089,684.96	9,522,283.58	10,236,423.59	9,652,618.05	10,882,982.53	115,417,900.07
Net Change in Cash	3,977,509.40	2,000,760.76	1,209,149.63	(4,967,544.31)	(6,304,599.58)	1,264,429.28	(1,324,316.66)	448,904.13	3,232,553.91	(594,360.94)	547,634.97	2,067,128.83	1,557,249.42
Ending Cash Balance	34,347,645.76	36,348,406.52	37,557,556.15	32,590,011.84	26,285,412.26	27,549,841.54	26,225,524.88	26,674,429.01	29,906,982.92	29,312,621.98	29,860,256.95	31,927,385.78	31,927,385.78
Beginning Cash Balance Lone Star	22,408,297.43	22,506,886.57	21,916,864.51	21,745,112.95	20,144,311.17	20,169,067.35	19,928,150.74	20,019,691.72	20,105,277.17	20,132,697.49	19,785,003.86	19,823,713.48	22,408,297.43
Beginning Cash Balance TexStar	1,518,974.29	1,525,571.02	1,532,434.82	1,539,123.54	1,546,080.90	1,552,854.83	1,559,894.63	1,566,941.83	1,573,544.46	1,580,625.74	1,587,518.56	1,594,675.10	1,518,974.29
Beginning Cash Balance Texas Class	215,745,425.17	205,022,103.97	199,154,690.26	193,119,728.24	194,182,239.05	195,201,794.62	220,659,304.54	226,570,906.48	228,042,721.40	218,373,678.49	211,547,378.96	103,755,999.85	215,745,425.17
Beginning Cash Balance TX Class UMB												100,000,000.00	-
Interest Earned Lone Star	98,589.14	101,016.61	96,217.40	98,700.97	89,992.42	92,334.77	91,540.98	85,585.45	91,489.93	87,369.40	89,892.58	86,613.31	1,109,342.96
Interest Earned TexStar	6,596.73	6,863.80	6,688.72	6,957.36	6,773.93	7,039.80	7,047.20	6,602.63	7,081.28	6,892.82	7,156.54	6,961.07	82,661.88
Interest Earned TexasClass	946,425.96	934,189.47	886,330.46	911,612.58	890,790.56	954,114.72	1,049,746.41	982,997.35	1,010,460.25	951,226.88	919,192.46	433,565.03	10,870,652.13
Interest Earned TexasClass UMB												97,529.96	97,529.96
Transfers in	330,252.84	198,396.82	83,800.60	150,898.23	1,128,765.01	31,300,950.37	14,861,856.10	7,488,817.57	574,173.19	332,405.88	100,389,706.62	162,868.63	157,002,891.86
Transfers out	(12,000,000.00)	(7,691,038.67)	(7,273,062.04)	(1,699,502.75)	(1,065,236.24)	(7,130,806.55)	(10,000,000.57)	(7,000,000.00)	(11,317,745.96)	(8,544,995.32)	(109,151,461.15)	(11,804,892.42)	(194,678,741.67)
In Transit					671,998.68	4,387,616.31	3,003,810.76	109,076.92	66,790.22	54,682.78	32,925.16	13,915.93	13,915.93
Ending Cash Balance Invested	229,054,561.56	222,603,989.59	216,403,964.73	215,872,631.12	217,595,715.48	246,534,966.22	251,161,350.79	249,830,619.95	240,153,791.94	232,974,584.16	225,207,313.59	214,170,949.94	214,170,949.94
TOTAL CASH AVAILABLE	263,402,207.32	258,952,396.11	253,961,520.88	248,462,642.96	243,881,127.74	274,084,807.76	277,386,875.67	276,505,048.96	270,060,774.86	262,287,206.14	255,067,570.54	246,098,335.72	246,098,335.72

**Little Elm Independent School District
Debt Service Cash Flow Statement
FY 2023-2024**

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	TOTAL
<i>Beginning Cash Balance in Bank</i>	1,441,186.15	1,444,310.68	1,447,441.98	1,450,478.73	1,453,623.40	1,456,673.12	1,459,831.22	3,705,500.89	3,712,995.13	3,721,022.98	3,728,808.39	3,736,870.43	1,441,186.15
RECEIPTS													
Tax Collections	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	3,124.53	3,131.30	3,036.75	3,144.67	3,049.72	3,158.10	4,249.67	7,494.24	8,027.85	7,785.41	8,062.04	7,815.92	62,080.20
Bond Issuance	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from General Operating	-	-	-	-	-	-	2,241,420.00	-	-	-	-	-	2,241,420.00
Transfers from Investment Acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	3,124.53	3,131.30	3,036.75	3,144.67	3,049.72	3,158.10	2,245,669.67	7,494.24	8,027.85	7,785.41	8,062.04	7,815.92	2,303,500.20
DISBURSEMENTS													
Wire Bond Issuance Fees	-	-	-	-	-	-	-	-	-	-	-	(9,500.00)	(9,500.00)
Bank Charges/ NSF's/Bk Trans	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-	-	-	-	(9,500.00)	172
Transfers to Investment Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to General Operating	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures & Transfers	-	-	-	-	-	-	-	-	-	-	-	(9,500.00)	(9,500.00)
Net Change in Cash	3,124.53	3,131.30	3,036.75	3,144.67	3,049.72	3,158.10	2,245,669.67	7,494.24	8,027.85	7,785.41	8,062.04	(1,684.08)	2,294,000.20
<i>Ending Cash Balance in bank</i>	1,444,310.68	1,447,441.98	1,450,478.73	1,453,623.40	1,456,673.12	1,459,831.22	3,705,500.89	3,712,995.13	3,721,022.98	3,728,808.39	3,736,870.43	3,735,186.35	3,735,186.35
Statement Beg Cash Balance TexPool	23,031,523.81	23,289,114.43	8,540,400.87	8,616,489.90	8,732,513.33	9,466,360.53	28,999,187.08	38,360,828.70	27,151,637.64	27,628,288.96	27,955,119.70	28,307,538.21	23,031,523.81
Interest Earned TexPool	100,590.34	59,707.18	37,430.83	39,372.93	39,387.85	74,319.95	155,253.34	138,328.02	123,638.93	121,220.20	126,845.01	123,874.26	1,139,968.84
Transfers in	157,000.28	98,272.99	38,658.20	76,650.50	694,459.35	19,458,506.60	9,206,388.28	4,636,412.54	353,012.39	205,610.54	225,573.50	100,524.18	35,251,069.35
Transfers out	-	(14,906,693.73)	-	-	-	-	-	(15,983,931.62)	-	-	-	-	(30,890,625.35)
In Transit	-	-	-	-	436,379.03	2,718,415.75	1,861,549.38	67,444.38	41,123.04	32,920.02	20,392.19	8,536.76	8,536.76
<i>Ending Cash Balance Invested</i>	23,289,114.43	8,540,400.87	8,616,489.90	8,732,513.33	9,902,739.56	31,717,602.83	40,222,378.08	27,219,082.02	27,669,412.00	27,988,039.72	28,327,930.40	28,540,473.41	28,540,473.41
TOTAL CASH AVAILABLE	24,733,425.11	9,987,842.85	10,066,968.63	10,186,136.73	11,359,412.68	33,177,434.05	43,927,878.97	30,932,077.15	31,390,434.98	31,716,848.11	32,064,800.83	32,275,659.76	32,275,659.76

0001 - GENERAL OPERATING

Cash Ending Balance:	21,856,542.72
Add Investment:	
Total:	21,856,542.72

0002 - PAYROLL CLEARING

Cash Ending Balance:	11,627.05
Add Investment:	
Total:	11,627.05

0003 - DEBT SERVICE

Cash Ending Balance:	3,735,186.35
Add Investment:	
Total:	3,735,186.35

0004 - CREDIT CARD

Cash Ending Balance:	28,797.51
Add Investment:	
Total:	28,797.51

0005 - ECR

Cash Ending Balance:	10,000,000.00
Add Investment:	
Total:	10,000,000.00

0006 - LONESTAR

Cash Ending Balance:	18,999,277.92
Add Investment:	
Total:	18,999,277.92

0007 - TEXSTAR

Cash Ending Balance:	1,601,636.17
Add Investment:	
Total:	1,601,636.17

0008 - TEXAS CLASS

Cash Ending Balance:	193,472,505.89
Add Investment:	
Total:	193,472,505.89

0009 - TEXPOOL

Cash Ending Balance:	28,540,473.41
Add Investment:	
Total:	28,540,473.41

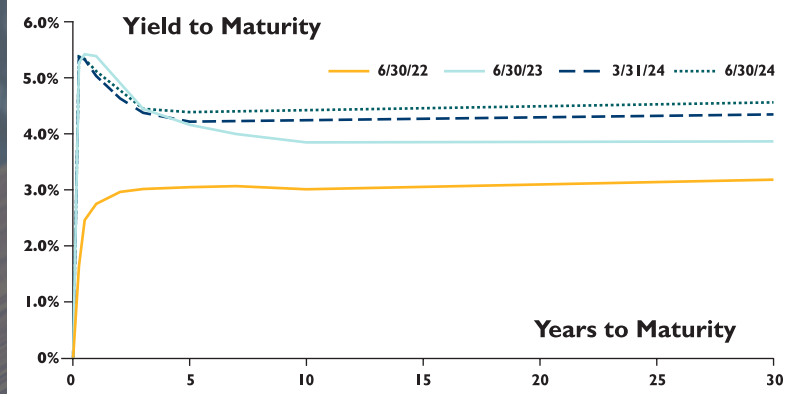
TOTALS

Cash Ending Balance	278,246,047.02
Add Investment Balance	.00
Totals	278,246,047.02

End of Report

Quarterly Position Report

June 30, 2024

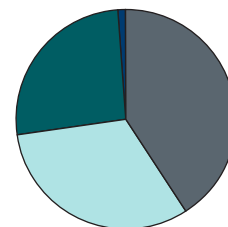


US Treasury bond yields rose by as much as 22 basis points across the curve in the second quarter of 2024 due to increasing expectations that the Federal Reserve (Fed) will not lower its target interest rate until later in the year. While the Dow Jones Industrial Average®, S&P 500® and Nasdaq-100® indexes reached new all-time highs, they finished the three-month period mixed with returns of -1.73%, +3.9% and +8.5%, respectively. The May jobs report, which released in early June, showed a rebound from a softer-than-expected April report. The unemployment rate rose to 4.0% for the first time since January 2022, but job gains remained solid. In the first five months of 2024, an average of 248,000 jobs were added per month. The latest release of the consumer price index (CPI) showed a decline from the three previous reports, which were hotter than expected. The headline CPI number for June was 3.3%, still well above the Fed's target. The PCE deflator, which is the Fed's preferred measure of inflation, has been close to their target at 2.6%. As expected, the Federal Open Market Committee (FOMC) kept the target rate unchanged at both the May 1 and June 12 meetings. The Fed's dot plot from the June meeting implied just one cut in 2024, versus three cuts implied previously in earlier dot plots. At the end of the second quarter, the federal funds futures was fully pricing in one rate cut of 25 basis points and a 77% probability of a second cut by the end of 2024.

Government Overnight Fund Duration 0.21402

	Participant Assets	Market Value
Beginning of Quarter Balance	7,253,462,211.57	7,252,811,633.41
Deposits	2,529,597,400.92	
Withdrawals	(3,362,520,011.34)	
End of Quarter Balance	6,420,539,601.15	6,420,211,922.46

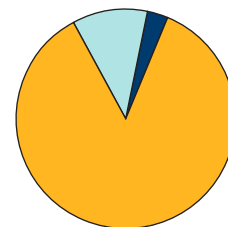
Agencies	41%
Cash/Repo	32%
Treasuries	26%
MM Funds	1%



Corporate Overnight Fund Duration 0.25590

	Participant Assets	Market Value
Beginning of Quarter Balance	4,081,360,435.94	4,079,778,496.81
Deposits	668,677,514.85	
Withdrawals	(978,854,714.71)	
End of Quarter Balance	3,771,183,236.08	3,770,042,732.28

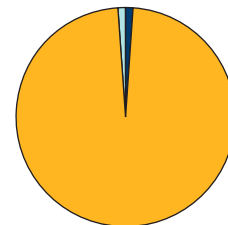
Commercial Paper	86%
Cash/Repo	11%
MM Funds	3%



Corporate Overnight Plus Fund Duration 0.09344

	Participant Assets	Market Value
Beginning of Quarter Balance	13,482,783,404.70	13,476,753,026.32
Deposits	3,923,545,187.45	
Withdrawals	(6,390,972,792.80)	
End of Quarter Balance	11,015,355,799.35	11,011,358,852.36

Commercial Paper	98%
Cash/Repo	1%
MM Funds	1%



Returns

	April		May		June	
	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield
Govt Overnight Fund	5.33%	5.34%	5.32%	5.33%	5.33%	5.34%
Corp Overnight Fund	5.46%	5.46%	5.44%	5.45%	5.44%	5.44%
Corp Overnight Plus Fund	5.47%	5.48%	5.46%	5.47%	5.45%	5.46%

William Mastrodicasa
William Mastrodicasa

Lone Star Investment Pool Investment Officers

Tammy Davis
Tammy Davis

Distributed by First Public. The Lone Star Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement, contact First Public at 800.558.8875.

Custom Account Statement Texas CLASS

Entity Name		Start Date	End Date	Average Yield for the Period	
Little Elm ISD		4/1/2024	6/30/2024	5.4279%	
Account Name	Beginning Balance	Contributions	Withdrawals	Ending Balance	Income Earned for Period
CONSTRUCTION 2016	0.00	0.00	0.00	0.00	0.00
Bond 2023	184,218,070.38	0.00	107,094,382.30	79,116,707.50	1,993,019.42
Total	184,218,070.38	0.00	107,094,382.30	79,116,707.50	1,993,019.42

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Custom Account Statement Texas CLASS Government

Entity Name		Start Date	End Date	Average Yield for the Period	
Little Elm ISD		4/1/2024	6/30/2024	5.2574%	
Account Name	Beginning Balance	Contributions	Withdrawals	Ending Balance	Income Earned for Period
CONSTRUCTION BOND 2018	0.00	0.00	0.00	0.00	0.00
GENERAL FUND	28,786,235.11	875,309.40	21,000,000.00	8,901,872.08	240,327.57
Construction Bond 2020	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION BOND 2022	5,369,373.00	0.00	0.00	5,440,010.38	70,637.38
Total	34,155,608.11	875,309.40	21,000,000.00	14,341,882.46	310,964.95

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77022



TEXAS TRUST
TEXAS TREASURY SAFEKEEPING TRUST COMPANY
COMPTROLLER GLENN HEGAR, CHAIRMAN

Custom Summary Statement

LITTLE ELM ISD

Statement Period 04/01/2024 - 06/30/2024

PO BOX 6000

LITTLE ELM TX 75068-9001

INTEREST AND SINKING

04/01/2024 - 04/30/2024

Pool Name	Beginning Balance	Total Deposit	Total Withdrawal	Total Interest	Current Balance	Average Balance
TexPool	\$27,628,288.96	\$205,610.54	\$0.00	\$121,220.20	\$27,955,119.70	\$27,756,876.73
Total Dollar Value	\$27,628,288.96	\$205,610.54	\$0.00	\$121,220.20	\$27,955,119.70	

05/01/2024 - 05/31/2024

Pool Name	Beginning Balance	Total Deposit	Total Withdrawal	Total Interest	Current Balance	Average Balance
TexPool	\$27,955,119.70	\$225,573.50	\$0.00	\$126,845.01	\$28,307,538.21	\$28,098,053.11
Total Dollar Value	\$27,955,119.70	\$225,573.50	\$0.00	\$126,845.01	\$28,307,538.21	

06/01/2024 - 06/30/2024

Pool Name	Beginning Balance	Total Deposit	Total Withdrawal	Total Interest	Current Balance	Average Balance
TexPool	\$28,307,538.21	\$100,524.18	\$0.00	\$123,874.26	\$28,531,936.65	\$28,384,651.38
Total Dollar Value	\$28,307,538.21	\$100,524.18	\$0.00	\$123,874.26	\$28,531,936.65	

Account Totals

Pool Name	Beginning Balance	Total Deposit	Total Withdrawal	Total Interest	Current Balance
TexPool	\$27,628,288.96	\$531,708.22	\$0.00	\$371,939.47	\$28,531,936.65
Total Dollar Value	\$27,628,288.96	\$531,708.22	\$0.00	\$371,939.47	\$28,531,936.65

GRAND TOTALS

Pool Name	Beginning Balance	Total Deposit	Total Withdrawal	Total Interest	Current Balance
TexPool	\$27,628,288.96	\$531,708.22	\$0.00	\$371,939.47	\$28,531,936.65
Total Dollar Value	\$27,628,288.96	\$531,708.22	\$0.00	\$371,939.47	\$28,531,936.65

Account History for Account: [REDACTED] / LITTLE ELM ISD GENERAL FUND

Settlement Date	Confirmation Number	Transaction Type	Amount:	Balance
06/28/2024	[REDACTED]	MONTHLY POSTING	6,961.07	1,601,636.17
05/31/2024	[REDACTED]	MONTHLY POSTING	7,156.54	1,594,675.10
04/30/2024	[REDACTED]	MONTHLY POSTING	6,892.82	1,587,518.56

Summary	
Period Beginning Balance:	1,587,518.56
Total Deposit:	
Total Withdrawals:	
Total Interest:	21,010.43
Period Ending Balance:	1,601,636.17

Denton County Tax Office

Run Date: 7/1/2024 12:16:54PM

Distribution Summary 2 Report

Page 1 of 2

Deposit Date from 6/1/2024 to 6/30/2024 and Tax Units = 60

S10- LITTLE ELM ISD			
Cur. Levy M&O	125,224.72	Del. Levy M&O	3,713.70
Cur. Interest M&O	4,451.49	Del. Interest M&O	595.50
Cur. Penalty M&O	9,405.69	Del. Penalty M&O	346.61
Cur. Rendition Penalty M&O	121.69		
Total Current M&O	139,203.59	Total Delinquent M&O	4,655.81
Cur. Levy I&S	77,697.05	Del. Levy I&S	1,916.60
Cur. Interest I&S	2,758.05	Del. Interest I&S	296.33
Cur. Penalty I&S	5,827.95	Del. Penalty I&S	172.77
Cur. Rendition Penalty I&S	0.00		
Total Current I&S	86,283.05	Total Delinquent I&S	2,385.70
Cur. Levy S1	0.00	Del. Levy S1	0.00
Cur. Interest S1	0.00	Del. Interest S1	0.00
Cur. Penalty S1	0.00	Del. Penalty S1	0.00
Cur. Rendition Penalty S1	0.00		
Total Current S1	0.00	Total Delinquent S1	0.00
Cur. Levy	202,921.77	Del. Levy	5,630.30
Cur. Interest	7,209.54	Del. Interest	891.83
Cur. Penalty	15,233.64	Del. Penalty	519.38
Cur. Rendition Penalty	121.69		
Total Current	225,486.64	Total Delinquent	7,041.51
School Fund Coding Totals (if applicable)			
Grand Total M&O	143,859.40	M&O Current Year	199-5711 125,224.72
Grand Total I&S	88,668.75	M&O Prior Years	199-5712 3,713.70
Grand Total S1	0.00	M&O Penalty & Interest	199-5719 14,920.98
Total Due to Jurisdiction	232,528.15	I&S Current Year	599-5711 77,697.05
Total Due to Delq Tax Atty	4,650.50	I&S Prior Year	599-5712 1,916.60
		I&S Penalty & Interest	599-5719 9,055.10

Denton County Tax Office

Run Date: 7/1/2024 12:16:54PM

Distribution Summary 2 Report

Page 2 of 2

Deposit Date from 6/1/2024 to 6/30/2024 and Tax Units = 60

- GRAND TOTALS			
Cur. Levy M&O	125,224.72	Del. Levy M&O	3,713.70
Cur. Interest M&O	4,451.49	Del. Interest M&O	595.50
Cur. Penalty M&O	9,405.69	Del. Penalty M&O	346.61
Cur. Rendition Penalty M&O	121.69		
Total Current M&O	139,203.59	Total Delinquent M&O	4,655.81
Cur. Levy I&S	77,697.05	Del. Levy I&S	1,916.60
Cur. Interest I&S	2,758.05	Del. Interest I&S	296.33
Cur. Penalty I&S	5,827.95	Del. Penalty I&S	172.77
Cur. Rendition Penalty I&S	0.00		
Total Current I&S	86,283.05	Total Delinquent I&S	2,385.70
Cur. Levy S1	0.00	Del. Levy S1	0.00
Cur. Interest S1	0.00	Del. Interest S1	0.00
Cur. Penalty S1	0.00	Del. Penalty S1	0.00
Cur. Rendition Penalty S1	0.00		
Total Current S1	0.00	Total Delinquent S1	0.00
Cur. Levy	202,921.77	Del. Levy	5,630.30
Cur. Interest	7,209.54	Del. Interest	891.83
Cur. Penalty	15,233.64	Del. Penalty	519.38
Cur. Rendition Penalty	121.69		
Total Current	225,486.64	Total Delinquent	7,041.51
Grand Total M&O		School Fund Coding Totals (if applicable)	
Grand Total M&O	143,859.40	M&O Current Year	199-5711 125,224.72
Grand Total I&S	88,668.75	M&O Prior Years	199-5712 3,713.70
Grand Total S1	0.00	M&O Penalty & Interest	199-5719 14,920.98
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Total Due to Delq Tax Atty	4,650.50	I&S Prior Year	599-5712 1,916.60
		I&S Penalty & Interest	599-5719 9,055.10

Little Elm ISD
Capital Projects @ 06-30-2024

Bond Capital Projects	Project ID	Project Estimate	Cost to Date	Balance*
Strike Middle School	Fund 649-000	\$ 67,513,978.00	\$ 65,942,771.68	\$ 1,571,206.32
Land	Fund 65X-XXX	\$ 15,904,910.00	\$ 15,724,064.59	\$ 180,845.41
Emergency HVAC (unallocated)	Fund 650-011	\$ 19,382.00	\$ -	\$ 19,382.00
LEHS Security Fence	Fund 650-303	\$ 13,000.00	\$ 12,675.00	\$ 325.00
Security Upgrade (Chavez & Brent)	Fund 650-310	\$ 151,120.36	\$ 149,336.00	\$ 1,784.36
Zellars HVAC replacement	Fund 650-320	\$ 129,975.00	\$ 186,675.00	\$ (56,700.00)
Roof Management Program	Fund 652-036	\$ 70,000.00	\$ 55,000.00	\$ 15,000.00
Strike Entry Drive	Fund 652-302	\$ 967,226.00	\$ 860,454.04	\$ 106,771.96
Indoor Multi-Use Facility	Fund 653-017	\$ 19,878,297.00	\$ 18,508,410.48	\$ 1,369,886.52
Lakeside Admin Conversion	Fund 653-018	\$ 16,346,721.46	\$ 15,825,490.44	\$ 521,231.02
Zellars Conversion	Fund 653-127	\$ 7,960,408.14	\$ 7,303,145.84	\$ 657,262.30
Camera for Buses	Fund 653-130	\$ 25,319.00	\$ 18,614.62	\$ 6,704.38
LEISD Administration Plumbing	Fund 653-751	\$ 350,000.00	\$ 343,568.64	\$ 6,431.36
ESPC III Upgrades	Fund 654-141	\$ 2,831,132.00	\$ 2,759,906.00	\$ 71,226.00
LEHS CTE Renovations/Additions	Fund 654-202	\$ 609,922.00	\$ 502,928.78	\$ 106,993.22
LEHS CTE Welding Lab	Fund 654-304	\$ 412,200.00	\$ 327,063.50	\$ 85,136.50
Buses	Fund 655-305	\$ 850,908.00	\$ 849,058.00	\$ 1,850.00
LEHS Locker Room	Fund 655-308	\$ 2,764,655.00	\$ 1,910,740.76	\$ 853,914.24
LEHS FOOD TRAILER CONCRETE	Fund 655-402	\$ 24,130.00	\$ 24,130.00	\$ -
Tech Upgrades	Fund 656-309	\$ 409,611.00	\$ 397,641.20	\$ 11,969.80
Security Film	Fund 656-312	\$ 715,000.00	\$ 711,800.03	\$ 3,199.97
Weapons Detection Construction	Fund 656-313	\$ 760,000.00	\$ 751,463.00	\$ 8,537.00
Hackberry Light Pole Construction	Fund 656-314	\$ 59,812.00	\$ 47,713.00	\$ 12,099.00
Elementary 7	Fund 656-315	\$ 2,033,988.00	\$ 3,685,122.96	\$ (1,651,134.96)
Playgrounds	Fund 656-316	\$ 1,500,000.00	\$ 1,500,000.00	\$ -
Strike Orchestra	Fund 656-317	\$ 115,000.00	\$ 92,523.42	\$ 22,476.58
Walker Orchestra	Fund 656-318	\$ 115,000.00	\$ 92,676.42	\$ 22,323.58
LEHS Classrooms	Fund 656-319	\$ 5,645,000.00	\$ 4,123,885.39	\$ 1,521,114.61
LEHS Bistro Upgrades	Fund 656-401	\$ 186,500.00	\$ 171,498.90	\$ 15,001.10
Brent Interior Upgrades	Fund 656-403	\$ 1,056,216.00	\$ 728,058.00	\$ 328,158.00
Chavez Interior Upgrades	Fund 656-404	\$ 873,784.00	\$ 713,979.70	\$ 159,804.30
Access Ctrl & Sec Upg WMS Cont	Fund 656-405	\$ 4,350,258.00	\$ 2,316,951.40	\$ 2,033,306.60
Hackberry Water Heater/LEHS Data	Fund 656-406	\$ 177,000.00	\$ 31,640.00	\$ 145,360.00
Construction Software	Fund 656-755	\$ 26,600.00	\$ 26,600.00	\$ -
District Wide Monument Sign	Fund 656-921	\$ 149,795.00	\$ 149,794.40	\$ 0.60
2024-2025 Devices	Fund 679-756	\$ 5,609,943.00	\$ 23,524.00	\$ 5,586,419.00
Copier Buyout	Fund 679-941	\$ 1,200,000.00	\$ 843,411.75	\$ 356,588.25
		\$ 161,806,790.96	\$ 147,712,316.94	\$ 14,094,474.02

Little Elm ISD
Capital Projects @ 06-30-2024

Bond Capital Projects	Project ID	Project Estimate	Cost to Date	Balance*
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**pending reconciliation*

Little Elm ISD
Capital Projects @ 06-30-2024

Non-Bond Capital Projects (Fund 696)	Project Estimate	Cost to Date	Balance
AC REPAIR/REPLACEMENT	\$ 500,000.00	\$ 64,612.12	\$ 435,387.88
CAFETERIA TABLES CHAVEZ	\$ 30,800.00	\$ 30,770.70	\$ 29.30
CONCRETE REPAIR - DISTRICT	\$ 40,742.00	\$ 32,000.00	\$ 8,742.00
DOOR ANNUNCIATION	\$ 58,550.00	\$ -	\$ 58,550.00
DR. GLOVER WALL	\$ 2,200.00	\$ 1,985.00	\$ 215.00
DRILL TEAM UNIFORMS	\$ 4,000.00	\$ -	\$ 4,000.00
FLOOD REMEDIATION-POWELL	\$ 70,000.00	\$ 42,903.75	\$ 27,096.25
INTERIOR PAINTING SUMMER 2023	\$ 114,000.00	\$ 113,262.50	\$ 737.50
LEHS BLEACHER REPAIR	\$ 35,000.00	\$ 33,004.80	\$ 1,995.20
LEHS CLASSROOM AV	\$ 635,000.00		\$ 635,000.00
LEHS ELEVATOR	\$ 15,642.00	\$ 14,852.00	\$ 790.00
LEHS ROOF REPAIR	\$ 225,000.00	\$ 204,062.00	\$ 20,938.00
PRIOR YEAR BAND EQUIP	\$ 11,600.00		\$ 11,600.00
RESTRIPE PARKING LOTS	\$ 72,000.00	\$ 71,430.00	\$ 570.00
ROOF REPAIR-PRESTIWICK	\$ 76,000.00	\$ 70,394.00	\$ 5,606.00
TECH SWITCHES ACCESS PTS	\$ 1,810,000.00	\$ 1,778,399.03	\$ 31,600.97
TECHNOLOGY IPADS/COMPUTERS	\$ 557,480.00	\$ 554,280.00	\$ 3,200.00
TRANSP FAC ESC TESTING	\$ 13,470.00	\$ 11,000.00	\$ 2,470.00
WINDOW TREATMENT	\$ 3,100.00	\$ 2,955.00	\$ 145.00
ZELLARS FIBER	\$ 23,350.00	\$ 23,000.00	\$ 350.00
	\$ 3,767,134.00	\$ 2,953,528.08	\$ 813,605.92

Expenditures Between \$50K-\$100K

Vendor Name	Department	SUMMARY OF PURCHASE/ PURPOSE	Price	Purchasing Method
Supreme Fixture Company	Child Nutrition	New Milk Coolers	\$58,674.00	BuyBoard 683-22, Exp: 11/30/2025
SFCC, Inc	Operational Services	AC Repairs at Zellars	\$70,725.00	RFP 2023-003, JOC
CDW Government	Technology Services	Purchase of phones	\$75,388.70	TIPS 230105, Exp: 05/31/2028
Ace Mart Restaurant	Child Nutrition	Replace Old Equipment at Chavez	\$73,640.50	BuyBoard 683-22, Exp: 11/30/2025
Ace Mart Restaurant	Child Nutrition	Replace Old Equipment at Hackberry ES	\$72,212.56	BuyBoard 683-22, Exp: 11/30/2025
Ace Mart Restaurant	Child Nutrition	Replace Old Equipment at Oak Point ES	\$53,166.08	BuyBoard 683-22, Exp: 11/30/2025
Ace Mart Restaurant	Child Nutrition	Replace Old Equipment at Lakeview ES	\$53,165.75	BuyBoard 683-22, Exp: 11/30/2025

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
DONATIONS
April 2024 - June 2024

Campus/Dept	Fund	Donation From	Description	Date	Monetary	Non-Monetary	Total
Strike Middle School	461	Lisa Williams	Eclipse Day Event	4.1.2024	50.00		50.00
Strike Middle School	461	First Bank	Eclipse Day Event	4.1.2024	500.00		500.00
Strike Middle School	461	Enlightening Leadership-Kelly Hastings	Eclipse Day Event	4.1.2024	1,000.00		1,000.00
Little Elm High School		Triple C Rentals	PROM letters	4.1.2024		500.00	500.00
Little Elm High School	820	TomFrim Tribute LP	Top Ten Scholarship Funds	4.3.2024	5,000.00		5,000.00
Strike Middle School	461	New View Roofing-Nick Royer	Eclipse Day Event	4.4.2024	1,500.00		1,500.00
Strike Middle School	461	Strike PTA	Eclipse Day Event	4.3.2024	1,500.00		1,500.00
Prestwick Elementary	461	Prestwick PTA	Various Purchases	4.8.2024	10,019.08		10,019.08
Little Elm High School	865	Burnes	Powderpuff-Class of 2025	4.9.2024	100.00		100.00
Chavez Elementary	461	National Wholesale Supply Inc	5th grade STEM Field Trip	4.9.2024	1,539.00		1,539.00
Prestwick Elementary		Prestwick PTA	Clinic Refrigerator	4.26.2024	1,399.00		1,399.00
Little Elm High School		Junior Parents	Powderpuff-Class of 2025	5.3.2024		300.00	300.00
Special Olympics		Chic Fil A	Brownies	5.8.2024		100.00	100.00
Special Olympics		ER of Texas	Chips and waters	5.8.2024		200.00	200.00
Special Olympics		Market Street	Coffee Creamers, sugar and snacks	5.8.2024		200.00	200.00
Special Olympics		McDonalds	Breakfast sandwiches	5.8.2024		400.00	400.00
Special Olympics		Credit Union of Texas	Drawstring bags, hot dogs and condiments	5.8.2024		500.00	500.00
Athletics	461	Executive Booster Club	Pitching Machine	5.16.2024	4,995.00		4,995.00
Brent Elementary	461	Costco	Playground Supplies & Snacks	6.5.2024	500.00		500.00
					28,102.08	2,200.00	30,302.08

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
08-19-2024	☐	☐	☒	☐	☐
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 19, 2024 as submitted.				

Little Elm ISD Interlocal Summary Report for Approval

Board Meeting Date August 19, 2024

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	Denton County Juvenile Justice Alternative Education Program (JJAEP)	Deputy Superintendent	Renewal	NTE \$50,000	NTE \$50,000	\$0	8/19/2024	6/30/2025	The MOU is entered pursuant to Chapter 37 of the TEC between Little Elm ISD and the Denton County Juvenile Justice Alternative Education Program (JJAEP) as the agent to the Juvenile Board of Denton County, Texas. The parties agree the DCJJAEP is a cooperative effort between the educational community and the juvenile justice system with the primary goals being the education of students with behavioral problems and rehabilitation of juvenile offenders, but not the treatment of emotional problems. The cost is \$125 per student per day in attendance.	Donnie Bartlett
2	ESC Region 7	Business & Finance Services	Renewal	\$4,543.50	\$5,400.00	\$857	9/1/2024	8/31/2025	This is a purchasing cooperative interlocal agreement between Little Elm ISD and Region 7 Education Service Center. The purpose of the purchasing cooperative is to assist eligible local governmental an educational entities to secure quality services and products at the best value and in the best interest of the taxpayers through a competitive procurement process.	Shay Adams
3	Journey of Hope	Deputy Superintendent	New	\$0.00	\$0.00	\$0	8/19/2024	auto renew	School-based grief group training and curriculum for the support of Little Elm ISD District Counselors.	Donnie Bartlett
4	University of Texas Health Science Center at Houston	Curriculum & Learning	New	n/a	n/a	NTE \$10,000	8/19/2024	8/31/2025	CIRCLE Pre-K Foundations Training in person training for Pre-K teachers.	Dr. Penny Tramel
5	Texas Association of School Boards, Inc. (TASB)	Special Populations	New	n/a	n/a	NTE \$90,000	8/1/2024	7/31/2027	Medicaid billing services through TASB's Special Education Solutions.	Kristi Roberts
6	Texas Association of School Boards, Inc. (TASB) Risk Management Fund	Business & Finance Services	Renewal	\$68,621.00	\$67,249.00	-\$1,372	10/1/2024	9/30/2025	Renewal of Little Elm ISD's unemployment compensation coverage for 2024-2025. The agreement provides coverage for statutory unemployment compensation benefits and assistance with general unemployment compensation matters.	Shay Adams

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
08-19-2024	☐	☐	☒	☐	☐
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.				
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 19, 2024 as submitted.				

Little Elm ISD Expenditures Over \$100,000 Summary Report for Approval

Board Meeting Date: August 19, 2024

Ref #	Vendor Name	Department	Status (New, Renewal, Vendor Change)	Prior Year Contract Amount	Change/Renewal Amount	Change/Purchase Amount	Effective Date	Expiration Date	Description	Administrator
1	Beyond Therapy	Special Populations	New	N/A	N/A	\$116,000	8/20/2024	5/31/2025	Contract services for Therapists, including Speech Language Pathologist.	Kristi Roberts

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
08-19-2024	☐	☐	☒	☐	☐
Subject:	LITTLE ELM ISD PURCHASING COOPERATIVE MEMBERSHIPS				
Presenter or Contact Person:	Shay Adams, Assistant Superintendent for Business & Finance Services				
Policy/Code:	GRB (LEGAL) CH (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:	Annual fees are budgeted by Business Services; per purchase fee are included with costs of goods and services.				
Attachments:	Little Elm ISD Purchasing Cooperative Memberships				
Recommendation:	The Administration recommends approval of the Little Elm ISD Purchasing Cooperative Memberships as submitted.				
Motion:	I move that the Board approve the Little Elm ISD Purchasing Cooperative Memberships dated August 19, 2024 as submitted.				

LEISD Purchasing Cooperative Memberships

House Bill 273 requires that school district disclose the amounts spent on purchasing cooperative fees on an annual basis. Specifically, it states:

Sec. 44.0331. MANAGEMENT FEES UNDER CERTAIN COOPERATIVE PURCHASING CONTRACTS. (a) A school district that enters into a purchasing contract valued at \$25,000 or more under Section 44.031(a)(5), under Subchapter F, Chapter 271, Local Government Code, or under any other cooperative purchasing program authorized for school districts by law shall document a contract-related fee, including a management fee, paid by or to the district and the purpose of each fee under the contract. (b) The amount, purpose, and disposition of any fee described by Subsection (a) must be presented in a written report and submitted annually in an open meeting of the board of trustees of the school district. The written report must appear as an agenda item.

A benefit of using these purchasing cooperatives as a resource is economy of scale through the buying power of much larger entities. Cooperatives follow bidding laws in awarding contracts to their vendors and therefore, by law, school districts are allowed to use contracts awarded by the cooperatives once interlocal purchasing agreements have been established. The following are cooperative purchasing organizations we have joined:

1GPA	No Fee
Allied States Cooperative – ESC Region 19	No Fee
BuyBoard – TASB (Vehicle/Bus Administrative Fee \$800)	\$0 plus
Central Texas Purchasing Alliance (CTPA)	\$0 plus
Choice Partners / Harris County Dept. of Education (HCDE)	No Fee
E&I Cooperative Services	No Fee
Educational Purchasing Cooperative of North Texas (EPCNT)	\$0 plus
Education Service Center Region 1, 7, 10, 11	No Fee
Houston-Galveston Area Council Cooperative (HGAC – Bus Fee \$600)	No Fee
National Cooperative Purchasing Alliance (NCPA – ESC Region 14)	No Fee
PACE (ESC Region 20)	No Fee
Prospering Pals Nutrition Cooperative	No Fee
Purchasing Solutions Alliance (PSA)	No Fee
SourceWell	No Fee
State of Texas CO-OP Purchasing Program, DIR, TXMAS	\$100 Annually
Tarrant County Cooperative Purchasing	No Fee
The Interlocal Purchasing System (TIPS – ESC Region 8)	No Fee
OMNIA Partners (U.S. Communities - ESC Region 4)	No Fee