

Sabine ISD

2025-2026 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email Randy Cox (rcox@sabineisd.org).

Special Note: You will see multiple Policy references within this handbook.

You can access our policies at the link below:

<https://pol.tasb.org/PolicyOnline?key=542>

Our Employee Policy Notifications are featured at the end of this handbook.



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2025/2026 Employee Handbook Receipt

Name _____

Campus/Department _____

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

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

The Sabine ISD Employee Handbook can be accessed online at <https://www.sabineisd.org/employment/home>

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact _____ to obtain a hard copy.

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

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the [Superintendent](#) if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and return to Secretary to the Superintendent by 9/11/2025.

Signing this receipt also covers the information starting on page 51 in regards to the District's "Acceptable Use of the District's Electronic Communication System".

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 the Superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. 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 sabineisd.org.

District Information

Description of the District

Sabine ISD is located in the Liberty City community on Interstate Highway 20 and encompasses 41 square miles in west Gregg County. The district, established in 1893, is accredited by the Texas Education Agency and the Southern Association of Colleges and Schools, and provides a quality education for pre-kindergarten through Grade 12.

The district strives to provide a variety of educational opportunities and involvement for the entire community. The district philosophy expresses a desire for students to achieve intellectual, social, physical, and occupational excellence through their learning experience.

Programs of the district include gifted and talented classes, computer classes, career and technology education, UIL academic and athletic competitions, Texas Scholars Program, and fine arts. The schools are climate controlled and well equipped with libraries, computer labs, and physical education facilities.

Non-Discrimination Policy

It is the policy of Sabine ISD not to discriminate on the basis of age, race, color, national origin, sex, disability or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 5424 FM 1252 W, Gladewater, Texas 75647, 903-984-8564.

District Map

<https://resources.finalsite.net/images/v1711116412/sabineisdorg/f8kr9vxf4ww03sdyx3dg/SabineDistrictMap.pdf>

Mission Statement, Goals, and Objectives

Policy AE <https://pol.tasb.org/PolicyOnline?key=542>

Board of Trustees

Policies BA, BB series, BD series, and BE series

<https://pol.tasb.org/PolicyOnline?key=542>

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected bi-annually and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Tony Raymond, President
- Eddie Shawn, Vice President
- Andrea Bates, Secretary
- Danny R. King, Member
- Dr. Art Morchat, Member
- **Eric Collins, Member**
- Leslie Thurston, Member

The board usually meets 2nd Monday at 6:30 pm in the Sabine ISD Board Room at the Superintendent's Office. In the event that large attendance is anticipated, the board may meet **at in the High School auditorium** Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and the Superintendent's Office **at least three business days before** the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

Administration

Superintendent - Monty Pepper

Director of Business Operations - Glenda Hickey

Director of Curriculum and Instruction - Shelley Yates

Director of Gregg County Shared Services Arrangement - Vicki Thornton

High School Administration

Stanton Reaves, Principal

Stephanie Richard, Assistant Principal

Middle School Administration

Sara Cantrell, Principal

Intermediate Administration

April Washburn, Principal

Elementary School Administration

Megan Burns, Principal

John Weaver, Assistant Principal

Director of Athletics - Cody Gilbert

Director of Maintenance - Marty Arbter

Director of Technology - Randy Cox

Director of Transportation - Tommy Whatley

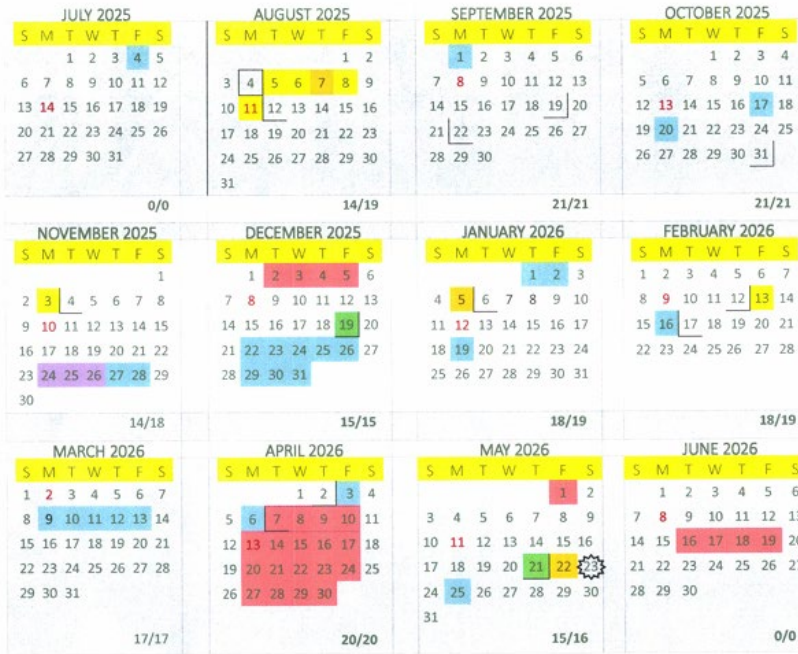
Director of Child Nutrition Services - Sunnie Caldwell

Secretary to the Superintendent / PEIMS Coordinator - Tracy Calvit

School Calendar – Access to the calendar is located on the home page of our website (www.sabineisd.org)

2025-26 Sabine Independent School District

In lieu of using bad weather days, our district could simply extend the minutes of our Instructional Days to meet State requirements.



For the latest news, visit the Sabine Independent School Web site: www.sabineisd.org

 Staff Develop
 Comp Day
 Holiday
 Teacher Work Day
 Early Release
 State Testing Days
 Graduation

173 Instructional Days (6 Staff Develop / 3 Comp Days / 3 Work Days) 185 Total Teach Days
 85 1st Semester Instructional Days / 88 2nd Semester Instructional Days

04/14/2025
173/185 A



- 7/4 4th of July Holiday
- 8/4 New Teacher Orientation
- 8/5-8/6 Staff Development Days
- 8/7 Teacher Work Day
- 8/8 Staff Development Day
- 8/11 Staff Development Day
- 8/12 1st Day of Instruction
- 9/1 Labor Day Holiday
- 9/19 End of 1st 6 Weeks (28 Days)
- 10/17 Fall Holiday
- 10/20 Fall Holiday
- 10/31 End of 2nd 6 Weeks (28 Days)
- 11/3 Staff Development Day
- 11/24-26 Teacher Comp Day/Student Holiday
- 11/27-28 Thanksgiving Holiday
- 12/2-5 State Testing Days
- 12/19 Early Release - 12:30 pm
- 12/19 End of 3rd 6 Weeks (29 Days)
- 12/22-31 Christmas Holiday Break
- 1/1-2 Christmas Holiday Break
- 1/5 Work Day
- 1/6 Students Return
- 1/19 Holiday/Martin Luther King Day
- 2/12 End of 4th 6 Weeks (27 Days)
- 2/13 Staff Development Day
- 2/16 Holiday/President's Day
- 3/9-13 Spring Break
- 4/2 End of 5th 6 Weeks (28 Days)
- 4/3 Good Friday
- 4/6 Easter Holiday Break
- 4/7-10 State Testing Days
- 4/13-17 State Testing Days
- 4/20-24 State Testing Days
- 4/27-30 State Testing Days
- 5/1 State Testing Day
- 5/21 Early Release - 12:30 pm
- 5/21 End of 6th 6 Weeks (33 Days)
- 5/22 Teacher Work Day
- 5/23 Graduation (Belcher Center – 4 pm)
- 5/23 Memorial Day
- 6/16-19 State Testing Days

*Dates in "red" are tentative Board Meeting dates.

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Accounts Payable	Kim Anderson	Ext. 1208
Employee Insurance/Payroll Information	Kim Anderson	Ext. 1208
Worker's Compensation	Kim Anderson	Ext. 1208
School Nurses	Amanda Moses Freda Gantt Amanda Madden	HS & MS (Ext. 4039) Intermediate (Ext. 3018) Elementary (Ext. 2055)
Special Education	Vicki Thornton	Ext. 1010
Secretary to the Superintendent	Tracy Calvit	Ext. 1205
Textbook Information/Purchasing	Shelley Yates	Ext. 1204
Textbook Adoptions	Shelley Yates	Ext. 1204
STAAR, EOC, AP, Curriculum	Shelley Yates	Ext. 1204
Technology	Randy Cox Shawn Whited	Ext. 1210 Ext. 1211
Instructional Technology Specialist	Daniel Rich	Ext. 1212

School Directory

Administration Offices
5424 FM 1252 W
Gladewater, TX 75647

903-984-8564
FAX 903-984-6108

High School Office
5424 FM 1252 W
Gladewater, TX 75647

903-984-8587
FAX 903-986-1103

Middle School Office
5424 FM 1252 W
Gladewater, TX 75647

903-984-4767
FAX 903-984-8823

Intermediate Office
5219 Old Hwy. 135 N
Gladewater, Texas 75647

903-984-0146
FAX: 903-988-6324

Elementary School Office
645 Access Road (CR 3634)
Kilgore, Texas 75662

903-984-5320
FAX 903-984-4101

Special Education Offices
5303 Old Hwy. 135 N

903-984-4416
FAX 903-986-3408

Employment

Equal Employment Opportunity

Policies DAA, DIA <https://pol.tasb.org/PolicyOnline?key=542>

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Curriculum Director/ Title IX Coordinator, 5424 FM 1252 W, Gladewater, Texas 75647, 903-984-8564*. 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: *Curriculum Director/ Title IX Coordinator, 5424 FM 1252 W, Gladewater, Texas 75647, 903-984-8564*.

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

Job Vacancy Announcements

Policy DC <https://pol.tasb.org/PolicyOnline?key=542>

Announcements of job vacancies by position and location are posted on a regular basis to the district's website at https://www.sabineisd.org/employment/home_

Employment after Retirement

Policy DC <https://pol.tasb.org/PolicyOnline?key=542>

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

Contract and Noncontract Employment

Policy DC series <https://pol.tasb.org/PolicyOnline?key=542>

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

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

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

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

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

Local Innovation Strategy:

Sabine ISO would like to have the flexibility to renew the probationary contract of a teacher or administrator employed under the 5 of 8 rule for one additional year period, for a maximum of two school years for teachers and administrators who are new to the District.

This will give the principal and/or district more time to effectively evaluate and assess the teaching, interpersonal, and/or management skills of the incoming teacher or administrator to make sure they are a good fit for the District.

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 <https://pol.tasb.org/PolicyOnline?key=542>

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

A certified employee's contract may be voided without Chapter 21 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 the Curriculum Director if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC <https://pol.tasb.org/PolicyOnline?key=542>

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 the Superintendent 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 <https://pol.tasb.org/PolicyOnline?key=542>

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

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Superintendent.

Health Safety Training

Policies DBA, DMA <https://pol.tasb.org/PolicyOnline?key=542>

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

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

Reassignments and Transfers

Policy DK <https://pol.tasb.org/PolicyOnline?key=542>

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by May 1. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent's office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL <https://pol.tasb.org/PolicyOnline?key=542>

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 must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 24 for additional information.

ADA Accommodations

Policies DAA, DBB, DIA <https://pol.tasb.org/PolicyOnline?key=542>

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting your supervisor and identifying an adjustment or change at work that is needed because of a disability.

Upon receiving the reasonable accommodation request, HR or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG <https://pol.tasb.org/PolicyOnline?key=542>

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the *Curriculum Director/ Title IX Coordinator, 5424 FM 1252 W, Gladewater, Texas 75647, 903-984-8564*.

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 *Curriculum Director/ Title IX Coordinator, 5424 FM 1252 W, Gladewater, Texas 75647, 903-984-8564* to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA <https://pol.tasb.org/PolicyOnline?key=542>

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 *Curriculum Director/ Title IX Coordinator, 5424 FM 1252 W, Gladewater, Texas 75647, 903-984-8564.*

Outside Employment and Tutoring

Policy DBD <https://pol.tasb.org/PolicyOnline?key=542>

All 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.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact the Superintendent for more information.

Performance Evaluation

Policy DN series <https://pol.tasb.org/PolicyOnline?key=542>

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.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request,

orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB <https://pol.tasb.org/PolicyOnline?key=542>

At both the campus and district levels, Sabine 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 the Superintendent.

Staff Development

Policy DMA <https://pol.tasb.org/PolicyOnline?key=542>

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.

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

The Validation of Staff Development Equivalency Credit form is available at each campus/department.

Mental Health Training

Policy DMA <https://pol.tasb.org/PolicyOnline?key=542>

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers,

crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB <https://pol.tasb.org/PolicyOnline?key=542>

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 nonexempt 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*, page 24.)

All employees will have access to the Ascender Employee Portal to review their current pay, including deductions and leave.

Employees should contact the Business Office for more information about the district's pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Business Office if they have any questions.

The link to the schedule of pay dates for the 2025/26 school year follows:

<https://www.sabineisd.org/employment/pay-dates-salary-scale>

The link to Ascender Employee Portal:

<https://portals07.ascendertx.com/EmployeePortal/login?distid=092906>

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 2 weeks is necessary to activate this service. Contact the Business Office for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA <https://pol.tasb.org/PolicyOnline?key=542>

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 or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations or elsewhere. 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 applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

Overtime Compensation

Policies DEAB, DEC <https://pol.tasb.org/PolicyOnline?key=542>

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. For the purpose of calculating overtime, a workweek begins at 12:00 am Sunday and ends at 11:59 pm on Saturday.

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.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) 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 60 hours of comp time.
- Comp time must be used in the duty year 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.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE <https://pol.tasb.org/PolicyOnline?key=542>

Before any travel expenses are incurred by an employee, the employee's supervisor and the Business Office 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 allowable expenses other than mileage.

Expense Guidelines

- Only in state travel will be considered for approval without extenuating circumstances.
- District employees can choose to use their own cars and be reimbursed on a per mile basis, or may reserve and use a District provided vehicle for group travel, if available. Reservation of a district vehicle should be done as soon as you know about the event, as vehicles are limited in number.
- The District will pay mileage for only one vehicle per four people attending a function. Employees traveling to conferences or other work-related meetings should use the website <http://maps.google.com> to calculate mileage from the school address to the hotel address (if overnight) or the conference facility address (if not overnight) and returning to the school address. The printout of the Google driving instructions must be attached to the travel request form. State rules require the employee to use the shortest route unless there is a reasonable justification to change the route (safety issues, primarily).
- Plane tickets will only be paid for in extenuating circumstances. Without extenuating circumstances, airplane travel will only be paid up to the standard mileage that would have been allowable to the same destination. All additional expenditure will be borne by the employee, including rental vehicle if applicable.
- The District expects two employees of the same sex attending a meeting to share a room. An employee who chooses not to share a room will be responsible for their own room expense. If employees agree not to share a room, employees can be paid one-half each of the lowest cost room.
- Employees will be reimbursed for meals on a per diem basis. This reimbursement is based on the currently approved per diem schedule and time of departure from and return to District. When a banquet is part of a conference and that banquet exceeds District reimbursement rates, the District will pay for the Conference meal in lieu of the standard amount for that particular meal.
- The District currently has not set a limit for hotel room rates. Where multiple hotels and rates are available for a conference, the employee should remember that taxpayer dollars are being used to fund such expenses, and the location with the lowest rate, consistent with safety considerations, should be sought. The allowable amount will be limited to the amount submitted for approval on the appropriate travel form or the original budgeted amount, whichever is lower, unless previous approval for a budget amendment has been granted.

Guidelines for Paying for Travel

At least two weeks prior to traveling, the employee should complete the Travel Request form. Once approved by all necessary departments, the original form will be given to the business office when travel requires expenditures of any kind. This form should list all anticipated expenditures that are considered reimbursable by the District. Employees may pay for all related expenditures by personal means and request reimbursement upon their return or request the use of a District credit card for hotel expenses and an advance check for meals and mileage (for overnight travel

only). In either case the employee should maintain and submit copies of receipts for all expenditures except for meals and mileage expenses which are paid based on approved District Schedules. Employees should secure a tax exempt form prior to travel as the District will not reimburse for state hotel taxes. Employees requesting meal reimbursement for non-overnight travel should submit receipts in a timely manner, but no later than 30 days after the date of the travel. Receipts submitted after that time will not be reimbursed. Additionally, the District's fiscal year ends June 30, and all mileage reimbursement for the school year must be submitted no later than July 15 of the following year, or reimbursement will be denied.

Hotel Expenses

Employees that wish for the District to pay for hotel/motel expenses should come by the Business office the day before departure to secure the credit card. In order to secure such card, the employee must read and sign a credit card usage form prior to the travel. In such instances when the employee needs the District to secure the reservation, the employee should make all appropriate reservations and forward the reservation number, phone number, hotel name, etc., to the business office using the approved form for such, so the reservation can be confirmed. **It is the employee's responsibility to gather the exact expense information for the hotel, including local hotel taxes, and provide that information on the travel form. Credit card charges that exceed the expenses identified on the approved travel form may result in the employee's pay being docked. If plans change, it is the employee's responsibility to verify that reservations have been canceled; failure to do so could result in the employee's pay being docked.** The travel card and receipt for charges should be returned to the business office immediately upon return from the travel. Detailed receipts are required in all cases.

Advances

Sabine Independent School District employees can receive advances to cover their mileage and meal allowances only when overnight travel is involved. If an advance is desired, the employee should make sure that these requests are made at least two weeks in advance to allow sufficient time to generate the requested check. If such request is not made two weeks prior to travel, the business office will reimburse the employee for his/her expenses in the next check run following the return of appropriate travel receipts.

District Vehicles

District vehicles are provided based on District transportation needs, meaning that if we have teams or groups traveling they will be given preference in most cases. Following those mandatory needs, the remaining vehicles will be distributed on a first come, first served basis, so it is very important for employees to make reservations as soon as possible. When requesting a District vehicle, in addition to calling the transportation department to reserve the vehicle please note such on the travel request form. When it is noted that an employee is using a District vehicle, appropriate credit cards will be given to the employee that will allow for the charging of fuel and emergency vehicle repairs. Just like noted in Hotel Expenses above, this card should be secured from the business office the day before the travel, and again, a travel card usage form must be

read and signed before you are allowed to leave with the card. Upon return from the travel, the cards should be returned immediately, and all receipts charged to those cards submitted. Detail receipts should be secured in all cases. Note: The District's commercial fuel cards (Shell, Exxon, etc.) do not allow for "pay at the pump" use. The user must sign the receipt inside the station.

Travel with Students

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

- Students meals will be reimbursed for actual or per diem whichever is smaller.
- Advances for meal money will be given when appropriate paperwork is completed, approved and turned into the Business office at least two weeks prior to travel.
- If students are given their per diem travel amount, the employee must get the students' signature as to such receipt, and that documentation must be returned to the business office.
- If actual meals are charged, copies of detail receipts must be submitted. The signature slip with the grand total is not a sufficiently detailed receipt.
- When travel requires overnight stay, same sex students are required to stay four to a room.
- Credit cards are available for covering these student expenses. Appropriate forms noted above should be completed prior to travel.
- Per Diem meal limits for students are the same as employees when overnight travel is involved (please note that all meal limits are inclusive of any gratuity paid).
- The meal allowance for single event travel (a team traveling to a game, for example) is limited to \$8.00 per student (including any gratuity). Meals will not be provided by the District for away games that involve a "short" trip. Short is defined as a trip requiring less than 30 minutes travel time and includes, but is not necessarily limited to, the following destinations: Gladewater, Kilgore, Union Grove, White Oak, and Winona. If the event schedule is such that travel time is less than 30 minutes but the group will be at the destination for an extended period of time (in tournament play, for example), an exception for meals may be considered if requested prior to travel as outlined in previous guidelines.

If the team is away for a single event that spans more than one meal, both meals will be paid at \$8.00 per student. Breakfast is never paid for non-overnight travel.

Health, Dental, and Life Insurance

Policy CRD <https://pol.tasb.org/PolicyOnline?key=542>

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 employed for 10 or more regularly scheduled 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 the Business Office for more information.

Supplemental Insurance Benefits

Policy CRD <https://pol.tasb.org/PolicyOnline?key=542>

At their own expense, employees may enroll in supplemental insurance programs for dental, life, disability, vision, accident and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact the Business Office 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 <https://pol.tasb.org/PolicyOnline?key=542>

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 the Texas Association of School Boards Risk Management Fund, effective 9/1/2007.

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 employee's direct 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*, page 38 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF <https://pol.tasb.org/PolicyOnline?key=542>

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 reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Director of Business Operations.

Teacher Retirement

NOTE: Employees who are eligible to retire through TRS or Social Security AND you have 5 years of service with our district, will receive a retirement watch.

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 eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Director of Business Operations 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 web (www.trs.texas.gov). See page 14 for information on restrictions of employment of retirees in Texas public schools.

Leaves and Absences

Policies DEC, DECA, DECB <https://pol.tasb.org/PolicyOnline?key=542>

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Business Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in ½ 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 Sick Leave accumulated before the 1995-1996 school year
- For exempt employee, earned compensatory time
- State Personal Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. 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 absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for three (3) consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Limitations on use of discretionary Leave:

- Day before or after a District holiday
- Days scheduled for semester or final exams
- Days scheduled for state-mandated assessments
- Days scheduled for staff development or professional development
- First or last day of duty year

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 three (3) days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

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.

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 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 five (5) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave 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

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

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

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

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military 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 Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month.

- 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. **Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.**

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military 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. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. 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. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

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 employees group health insurance and reinstate the employee at the end of the leave according 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 may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact the Director of Business Operations 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 Director of Business Operations 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 available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

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

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 non-responsible for purposes of criminal liability.

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

Jury Duty

Policies DEC, DG <https://pol.tasb.org/PolicyOnline?key=542>

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

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

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

Truancy Court Appearances

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

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.

Military Leave

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

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Superintendent. 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 the Director of Business Operations for details on eligibility, requirements, and limitations.

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 board meetings, district publications and through special events and activities.

District Communications

Throughout the school year, the Superintendent's office publishes newsletters, 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:

District Web Site

District/Campus Facebook Pages

Organization Facebook Pages such as Band and Athletics

News Releases

Complaints and Grievances

Policy DGBA <https://pol.tasb.org/PolicyOnline?key=542>

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 ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=542&code=DGBA#localTabContent>

Employee Conduct and Welfare

Standards of Conduct

Policy DH <https://pol.tasb.org/PolicyOnline?key=542>

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, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation 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 knew of the incident. See *Reports to the Texas Education Agency*, page 49 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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

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

Discrimination, Harassment, and Retaliation

Policies DH, DIA <https://pol.tasb.org/PolicyOnline?key=542>

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=542&code=DIA#localTabContent>

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

<https://pol.tasb.org/PolicyOnline?key=542>

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 child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* page 47 and *Bullying*, page 85 for additional information.

Procedures for reporting and investigating harassment of students are listed below:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=542&code=FFH#localTabContent>

Reporting Suspected Child Abuse

Policies DG, FFG, GRA <https://pol.tasb.org/PolicyOnline?key=542>

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, the **Department of Family and Protective Services (DFPS)**, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) **within 24 hours** after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

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

Reports to DFPS can be made using the Texas Abuse Hotline (<https://www.txabusehotline.org/Login/Default.aspx> or 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, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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 sabineisd.org. 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. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to

a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to Texas Education Agency

Policies DF, DHB, DHC <https://pol.tasb.org/PolicyOnline?key=542>

The conduct of an employee must be reported to 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
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee the conduct below must also be reported:

- 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).

Crime

Policy DG <https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

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

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

Technology Resources

Policy CQ <https://pol.tasb.org/PolicyOnline?key=542>

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- **Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students**

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 district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or

termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the Director of Technology.

Sabine ISD Acceptable Use and Internet Safety Policy (2025–2026)

Purpose & Scope

- **Educational Purpose:** Sabine ISD provides access to technology resources (computers, networks, Internet, online services such as Google Workspace for Education, etc.) for **educational and administrative purposes only**, in alignment with the district’s mission and goals.
- **Privilege & Responsibility:** Access to district technology is a **privilege, not a right**, and it requires all users to behave responsibly. Inappropriate use can result in loss of access.
- **Covered Users:** This Acceptable Use Policy (AUP) applies to **all users** of Sabine ISD technology resources, including:
 - **Employees and Board Members**
 - **Students**
 - **Student Teachers and Interns**
 - **Temporary Workers** (substitutes, consultants, etc.)
 - **Third-Party Users** (vendors, contractors, or visitors using district systems).
- **Annual Acknowledgment:** All users (and a parent/guardian for students) **must review and acknowledge** this policy at the start of each school year to be granted access to the district’s electronic resources. Users will be required to sign an agreement each year confirming they understand and will follow these guidelines.

Internet Safety & Security

- **Content Filtering:** Sabine ISD uses Internet filters, as required by the Children’s Internet Protection Act (CIPA), to block access to visual depictions that are obscene, pornographic, or harmful to minors. All Internet access on the district’s wired or wireless networks is filtered and monitored for safety.
- **No Filter is Perfect:** Users should be aware that filtering technology is updated continually but **cannot guarantee** blocking of all inappropriate material. Because of the dynamic nature of the Internet, some objectionable content might not be caught by filters. **Users are strictly prohibited from attempting to bypass or disable the content filter** by any means (proxy servers, VPNs, personal hotspots, etc.).

- **Reporting Inappropriate Content:** If a user accidentally accesses any material that is inappropriate, obscene, or makes them uncomfortable, they should **stop and close it immediately** and report the incident to a teacher or administrator so the site/content can be blocked if needed. The district will update filtering measures upon such reports to protect students and staff.
- **Education & Supervision:** In accordance with CIPA and other federal requirements, Sabine ISD will educate students about **appropriate online behavior**, including safe use of social networking, proper online etiquette, and **cyberbullying awareness and prevention**. District staff are responsible for supervising and guiding students' internet use in a manner that promotes online safety.
- **Personal Safety:** Students should **never give out personal information** (such as full name, home address, phone number, photos, or financial information) to strangers online without explicit permission from a teacher and parent. Likewise, **never agree to meet in person with someone** you met online without parental and school approval and supervision. Any online communication that seems suspicious, inappropriate, or threatening **must be reported immediately** to a teacher or school administrator.

Acceptable Use Guidelines

- **Educational Use Only:** Use District technology and network access **for school-related educational, instructional, and administrative activities only**. Examples include classwork, research, career development, and official school business.
- **Responsible and Ethical Behavior:** Exercise **good judgment, ethics, and polite conduct** when using technology. All users are expected to use district devices and networks in a **responsible, courteous, and legal manner**. Follow any additional campus or classroom technology rules provided by teachers or administrators.
- **Account Security: Keep your account secure.** Do not share your passwords or accounts with anyone, and **only use accounts authorized for your use** (each user is responsible for all activity under their own account). **Never leave a logged-in device unattended** – always log out or lock the screen before stepping away, to prevent others from accessing your account or data. If you suspect your account has been compromised, notify the IT department immediately.
- **Respect Privacy & Property: Use only your own files, data, and accounts.** Do not attempt to access, read, modify, or delete anyone else's files or data without permission. This includes not misusing shared resources or altering computer settings that are not yours. Respect the intellectual property of others: always give proper credit and **do not plagiarize** information or assignments from the internet – the same academic honesty rules apply online as in the classroom.

- **Follow Copyright Laws:** All users must adhere to U.S. copyright law and licensing agreements. **Do not copy or distribute copyrighted material** (software, text, images, music, videos, etc.) without proper authorization. **Installation of unlicensed or personal software on district systems is not allowed** – only designated IT staff may install software on District devices. Always obtain permission from the Technology Director or administration before installing or downloading any programs.

Unacceptable Use (Prohibited Activities)

*To protect the school community and network, the following actions are **examples of prohibited misuse** of Sabine ISD technology resources:*

- **Inappropriate Content:** Do not access, create, download, or share **obscene, pornographic, excessively violent, or otherwise inappropriate material** on any district device or network. This includes screensavers, images, videos, games, or text that are not suitable for a school environment.
- **Harassment & Hate:** **Do not engage in bullying, harassment, or threats** toward others using technology. Users may not send or post any messages that contain **abusive, profane, or obscene language**, or any content that is hateful, discriminatory, or intended to **intimidate or demean**. Cyberbullying or online harassment of any kind is strictly prohibited and may result in disciplinary and legal action.
- **False Identity/Impersonation:** Do not use another person’s account or identity, and do not misrepresent yourself or **send anonymous messages** on the network. Pretending to be someone else online (for example, using someone else’s name or profile to post messages) or using a false identity to deceive is prohibited. In fact, **online impersonation with intent to harm, defraud, or threaten is a crime under Texas law** and will be treated as a serious offense.
- **Security Violations:** Do not attempt to **bypass security measures** or gain unauthorized access to any system, network, or account. Hacking, attempting to exploit vulnerabilities, using proxy sites or VPNs to evade the filter, or any action intended to **harm or disrupt** the network (such as spreading computer viruses or malware) is forbidden. Similarly, deliberately trying to slow down or crash any system or network (e.g. “ping attacks” or other denial-of-service actions) is prohibited.
- **Vandalism & Tampering:** Do not **tamper with, damage, or disrupt** any District technology equipment, software, or data. This includes attempting to repair, open, or alter hardware without authorization, modifying system settings, or unplugging/moving equipment without permission. **Never delete, encrypt, or alter files or data** that belong to others or to the school (this is considered vandalism). Any intentional damage to devices, attempts to erase or corrupt data, or unauthorized reconfiguration of systems will result in consequences.

- **Unauthorized Equipment:** Do not connect any unauthorized personal equipment to the District network. **Personal devices may not be plugged into the school’s wired network and personal network hardware** (such as routers or wireless access points) **are not allowed** on campus without explicit permission. For example, **do not connect personal printers or networking devices** to school computers or network ports without IT department approval.
- **Misuse of Resources:** Do not use district technology for **non-school-related purposes** such as private business, personal financial gain, or political campaigning. Using the network for commercial activities, product advertisements, or to advocate for or against political candidates or ballot measures is prohibited. (School-sponsored activities or assignments involving civic engagement are allowed, but personal political use of school resources is not.)
- **Illegal Activities:** Any use of district technology for **unlawful purposes** is strictly forbidden. This includes transmitting or storing material that violates any state or federal law, such as illegal **download or distribution of copyrighted content, fraud, theft,** or any form of computer crime. The district will report any evidence of illegal acts to the appropriate authorities.

Personal Devices (BYOD)

- **Limited Network Access:** Users (particularly students and staff) may use personal electronic devices (laptops, tablets, smartphones, etc.) **on campus for educational purposes** if authorized, **but only via the District’s designated public Wi-Fi network.** Personal devices **must not be connected to the district’s wired network,** and they will not have access to internal network drives or confidential systems.
- **No Technical Support or Liability:** The District **does not provide technical support or install software** on personal devices. Bringing personal devices to school is at your own risk – Sabine ISD is **not liable for any loss, theft, damage, or data loss** involving personal devices on campus. Users are expected to secure their own devices; the district cannot troubleshoot or repair personal hardware.
- **All Rules Apply: All Acceptable Use Policy rules apply to personal devices** used on school property or connected to school Wi-Fi. Inappropriate use of a personal device (for example, accessing blocked content or violating privacy) will incur the same consequences as misuse of district-owned equipment, and may result in the **loss of privilege** to use the device at school. Users are also expected to manage their personal devices responsibly (e.g. keep device muted during class, charged, and use it only when permitted by staff).

Privacy & Monitoring

- **No Expectation of Privacy:** Users have no expectation of privacy in their use of district technology resources. Sabine ISD may **monitor, inspect, and/or record** any activity on its computers, devices, network, and accounts at any time, with or without notice. This includes email, documents, internet usage, and other electronic communications or data. Even personal messages or files stored on district systems can be reviewed as needed.
- **Data and Account Monitoring:** Authorized IT staff and administrators can access and review files and communications to ensure system integrity and compliance with this policy. **All user activity may be logged** and retained. If requested by the Superintendent or designee, detailed monitoring of a user's online activities will occur. Users should use district technology with the understanding that **nothing done on the school network or devices is private**.
- **User Responsibility:** Users are responsible for the content of their personal files, communications, and accounts. **Do not assume that data stored on district services (including cloud services) is completely confidential.** The district reserves the right to remove any material that it believes may be unlawful, obscene, or otherwise objectionable.

Violations & Consequences

- **Reporting Violations:** Users should report any known violation of these policies to a teacher, administrator, or the technology department immediately. This includes if you become aware of security problems, breaches, or someone using technology inappropriately. Reporting helps maintain a safe digital environment.
- **Disciplinary Actions: Violations of this Acceptable Use Policy will result in consequences.** Depending on the severity of the infraction and the user's role, possible consequences include:
 - **Suspension of access** to district technology resources (temporary or permanent loss of computer/network privileges),
 - **Revocation of user accounts** (e.g. disabling of network login or email accounts), and/or
 - **School disciplinary action** according to the Student Code of Conduct or Employee Handbook (such as detention, suspension, or termination for staff), as well as **legal action if appropriate**, in accordance with district policy and applicable laws.

- **Legal Implications:** Users may be subject to **civil or criminal penalties under federal and state law** for unlawful use of technology. For example, online harassment, hacking, theft of services or data, and piracy can carry severe legal consequences. **Sabine ISD will cooperate fully with law enforcement authorities** in any investigation related to misuse of the district’s electronic systems.
- **Liability for Damages:** Individuals responsible for damaging or misusing district technology may be held financially liable for the cost of repairs or restitution. The District may seek compensation for any harm or loss caused by policy violations, in addition to other consequences.

Disclaimers

- **“As-Is” Provision of Service:** The District’s electronic resources are provided on an **“as is, as available”** basis without warranties of any kind. Sabine ISD makes **no guarantee** that the technology services will be uninterrupted, error-free, or meet any specific requirements. Users may experience occasional outages, and the District is not responsible for unforeseeable technical difficulties.
- **No Responsibility for External Content:** Sabine ISD cannot guarantee the accuracy, quality, or appropriateness of information available on the Internet. Users should understand that some content on the internet may be outdated, incorrect, or offensive. **The District is not responsible for information** that users access or obtain via the network, nor for any damage to personal data or devices that might occur from downloading files or software.
- **Limitation of Liability:** The District shall **not be liable for any damages** suffered by users, including loss of data, delays, non-deliveries, misdeliveries, or service interruptions. Sabine ISD specifically disclaims responsibility for **financial obligations** arising from unauthorized use of the network (for example, any online purchases or commitments made by a user without permission). Each user is financially responsible for their own unauthorized transactions.

Personal Responsibility: All users are ultimately accountable for their own actions on the district network. Sabine ISD assumes no liability for a user’s intentional misuse of technology. By using the District’s systems, the user agrees to indemnify and hold harmless Sabine ISD for any losses or damages resulting from inappropriate use. Opinions and statements expressed through the district’s technology resources are those of individual users and do not constitute district endorsements.

Personal Use of Electronic Communications

Policy CQ, CY, DH <https://pol.tasb.org/PolicyOnline?key=542>

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- **The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts 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 <https://pol.tasb.org/PolicyOnline?key=542>

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 the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

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

The 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 email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic 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:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page

("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 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 email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or 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, GB <https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

All employees are 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 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 <https://pol.tasb.org/PolicyOnline?key=542>

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

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH <https://pol.tasb.org/PolicyOnline?key=542>

Sabine 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:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=542&code=DH#localTabContent>

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA <https://pol.tasb.org/PolicyOnline?key=542>

State law prohibits smoking, using tobacco, 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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

UNASSIGNED OPIOID ANTAGONIST (NARCAN)

Purpose:

The purpose of this policy is to establish guidelines and procedures governing the utilizations of the opioid antagonist Narcan administered by the trained staff of Sabine ISD.

Policy:

Sabine ISD secondary campuses will stock opioid antagonists (Narcan), for emergency use to assist a student, staff member, or visitor suspected of experiencing an opioid overdose.

Definitions:

For purposes of this policy, these terms shall be defined as follows:

- Drug overdose – an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria, or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.
- Narcan – a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Narcan displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.
- Opioid – illegal drugs such as heroin, as well as prescription medications used to treat pain, such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

Training:

Before any administrator, athletic director, athletic trainer, school nurse, or SRO may administer Narcan under this policy, the employee must successfully complete a training program about recognizing opioid-related overdoses, administering Narcan, and promptly seeking medical attention for drug overdoses. A list of SISD employees who successfully complete such training shall be maintained, updated, and kept in the school nurse's office.

Physician Standing Order:

The school district's Superintendent or designee shall obtain a standing medical order from a health care provider who is licensed in Texas and whose scope of practice includes the prescribing of medication and writing the prescription for the school corporation.

The standing order shall authorize the school district to obtain, store, and administer Narcan in compliance with this policy to ensure the safety and well-being of an individual experiencing a drug overdose. The original standing order shall be maintained in the Director of School Health's office, and copies of the standing order shall be kept in the nurse's offices of each campus.

Storage:

Sabine ISD secondary campuses will store the emergency medication in a safe location to which only school employees have access.

Narcan will be clearly marked and stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.

Narcan shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be made aware of exactly where Narcan is being stored within the school.

Administration of Narcan:

In case of a suspected opioid overdose, the school nurse or other trained staff should follow the protocols outlined in the Narcan training:

- Call for medical help immediately (dial 911).
- Assess breathing and perform rescue breathing if needed.
- Prepare and administer the Narcan as instructed in training.
- Continue rescue breathing (or CPR if needed) as instructed in training.
- Administer a second dose of Narcan in 3 minutes if there is no response or minimal breathing or responsiveness.
- Place in the recovery position as instructed in training.
- Stay with the individual until emergency medical help arrives.
- Cooperate with EMS personnel responding to the incident.
- Notify the building administrator or designee of the incident.

Follow-up:

The school nurse or trained employee will:

- Ensure that the overdose victim is transported to the emergency department, even if symptoms are better.
- Contact parent / guardian.
- Complete a Report of Narcan Administration and submit to the Texas Department of State Health Services within 10 days of the use of stock Narcan.
- Provide substance abuse prevention resources for the overdose victim and family, as appropriate.

Indemnification:

The school corporation shall indemnify and hold harmless any employee who administers emergency medications in good faith to another individual experiencing a suspected drug overdose, if all these conditions apply:

- The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering emergency medication to that individual.
- The employee successfully completed the training contemplated by this policy.
- The employee promptly sought additional medical assistance before or immediately after administering the emergency medication.
- The employee is administering the emergency medication pursuant to this policy.

Fraud and Financial Impropriety

Policy CAA <https://pol.tasb.org/PolicyOnline?key=542>

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

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

Conflict of Interest

Policy CB, DBD <https://pol.tasb.org/PolicyOnline?key=542>

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

- A personal financial interest
- A business interest

- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD <https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

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

Associations and Political Activities

Policy DGA <https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

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

Safety and Security

Policy CK series <https://pol.tasb.org/PolicyOnline?key=542>

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 70 for additional information.

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.

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA <https://pol.tasb.org/PolicyOnline?key=542>

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

Visitors in the Workplace

Policy GKC <https://pol.tasb.org/PolicyOnline?key=542>

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

Asbestos Management Plan

Policy CSC <https://pol.tasb.org/PolicyOnline?key=542>

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 the [Maintenance](#) office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI <https://pol.tasb.org/PolicyOnline?key=542>

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 campus and/or department. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

Policy EB <https://pol.tasb.org/PolicyOnline?key=542>

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 and notify the following radio and television stations:

<https://www.facebook.com/SabineSISD>
Sabine ISD District Facebook Page
School Messenger
KLTV Tyler (Television Station)
KETK Region 56 (Television Station)
KYTX CBS 19 (Television Station)

Emergencies

Policies CKC, CKD <https://pol.tasb.org/PolicyOnline?key=542>

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

Purchasing Procedures

Policy CH <https://pol.tasb.org/PolicyOnline?key=542>

All requests for purchases must be submitted to the District's electronic requisition system in order to obtain 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 the Business Office for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Business Office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Campus/Department/Business Office.

Personnel Records

Policy DBA, GBA <https://pol.tasb.org/PolicyOnline?key=542>

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 personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Secretary to the Superintendent. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may 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.

Facility Use

Policies DGA, GKD <https://pol.tasb.org/PolicyOnline?key=542>

Employees who wish to use district facilities after school hours must follow established procedures. The Campus Principal and/or your Supervisor is responsible for scheduling the use of facilities after school hours. Contact the appropriate campus principal or supervisor to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

<https://pol.tasb.org/PolicyOnline?key=542>

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 the superintendent or other persons designated by the board of trustees, which includes your campus administrator or department supervisor. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- 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 superintendent is required to report such conduct to SBEC.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Superintendent 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.

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DP

<https://pol.tasb.org/PolicyOnline?key=542>

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

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees.

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 Online.

Dismissal of Noncontract Employees

Policies DHC, DP

<https://pol.tasb.org/PolicyOnline?key=542>

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to

grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 42.)

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy DF <https://pol.tasb.org/PolicyOnline?key=542>

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code 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.

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

General Requirements

All resignations shall be submitted in writing to the Superintendent or other person designated by Board action in accordance with this policy. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

At-Will Employees

The Superintendent shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

Contract Employees

The Superintendent or other person designated by Board action shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent or other person designated by Board action.

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The Superintendent or other person designated by Board action shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Withdrawal of
Resignation

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

Note: This policy applies to a district of innovation under Education Code, Chapter 12A. [See AF]

Permissive Reports

The superintendent may notify the State Board for Educator Certification (SBEC) of any educator misconduct that he or she believes in good faith may be subject to sanctions under 19 Administrative Code, Chapter 249, Disciplinary Proceedings, Sanctions, and Contested Cases, and/or Chapter 247, Educators' Code of Ethics. 19 TAC 249.14(d)

Required Reports

A superintendent shall notify SBEC if:

1. An educator employed by or seeking employment with the district, or an applicant or holder of an SBEC certificate, has a criminal record and the district obtained information about the educator's criminal record by a means other than the criminal history clearinghouse established by the Texas Department of Public Safety under Government Code 411.0845;
2. An educator's employment at the district was terminated and there is evidence that the educator engaged in misconduct listed below [see Reportable Misconduct, below];
3. The educator submitted a notice of resignation and there is evidence that the educator engaged in misconduct listed below [see Reportable Misconduct, below]; or
4. The educator engaged in conduct that violated the assessment instrument security procedures established under Education Code 39.0301.

Education Code 21.006, 22.087; 19 TAC 249.14(d)

Reportable Misconduct

A superintendent shall make a report to SBEC under items 2 and 3, above, if an educator was terminated or resigned and there is evidence that the educator:

1. Sexually or physically abused a student or minor or engaged in any other illegal conduct with a student or minor;
2. Possessed, transferred, sold, or distributed a controlled substance, as defined by Health and Safety Code Chapter 481 or by 21 U.S.C. 801 et seq.;
3. Illegally transferred, appropriated, or expended school property or funds;
4. Attempted by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual

to be employed in a position requiring such certificate or permit or to receive additional compensation associated with a position;

5. Committed a crime, any part of such crime having occurred on school property or at a school-sponsored event; or
6. Solicited or engaged in sexual conduct or a romantic relationship with a student or minor.

Education Code 21.006(b); 19 TAC 249.14(d)

Investigation

A superintendent shall complete an investigation of an educator that involves evidence that the educator may have engaged in misconduct described above at Reportable Misconduct, items 1 and 6, despite the educator's resignation from employment before completion of the investigation. *Education Code 21.006(b-1); 19 TAC 249.14(d)(3)(C)*

Deadline to Report

The superintendent shall promptly notify SBEC in writing by filing a report within seven business days after the date the superintendent receives a report from a principal [see DP(LEGAL)] or knew of the circumstances described above. *Education Code 21.006(c); 19 TAC 249.14(d)* [See Required Reports, above]

Contents of Report

The report must be in writing and in a form prescribed by SBEC and may be filed through a confidential and secure internet portal developed and maintained by SBEC. The report shall include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator and the factual circumstances requiring the report and the subject of the report by providing the following available information:

1. Name and any aliases;
2. Certificate number, if any, or social security number;
3. Last known mailing address and home and daytime phone numbers;
4. All available contact information for any alleged victim or victims;
5. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report;
6. Current employment status of the subject, including any information about proposed termination, notice of resignation, or pending employment actions; and

7. Involvement by a law enforcement or other agency, including the name of the agency.

Education Code 21.006(c-1); 19 TAC 249.14(f)

The name of the student or minor is not public information under the Public Information Act. [See GBAA] *Education Code 21.006(h)*

Notice

To the Board and
Educator

A superintendent shall notify the board and the educator of the filing of a written report with SBEC. The superintendent shall notify the board before filing the report. *Education Code 21.006(d); 19 TAC 249.14(d)(3)(B)*

Before Accepting
Resignation

Before accepting an employee's resignation that requires filing a report, the superintendent shall inform the educator in writing that a report will be filed and that sanctions against his or her certificate may result as a consequence. *19 TAC 249.14(d)(3)(A)*

**Exception to Notice
Requirements**

A superintendent is not required to notify SBEC or file a report with the board if, before the educator's termination or resignation, the superintendent:

1. Completes an investigation into an alleged incident of misconduct for:
 - a. Abuse or unlawful act with a student or minor; or
 - b. Involvement in a romantic relationship with or solicitation or engagement in sexual contact with a student or minor; and
2. Determines the educator did not engage in the alleged incident of misconduct.

Education Code 21.006(c-2); 19 TAC 249.14(d)

**Policy to Notify
Parents**

The board shall adopt a policy under which notice is provided to the parent or guardian of a student with whom an educator is alleged to have abused or otherwise committed an unlawful act with a student or minor. [See FFF] *Education Code 21.0061*

**Sanctions for Failure
to Report**

SBEC shall determine whether to impose sanctions, including an administrative penalty against a superintendent who fails to file a report. *Education Code 21.006(f); 19 TAC 249.14(d), (h), .15(b)(4)*

Administrative
Penalty

If a superintendent is required to file a report and fails to file the report by the required date, SBEC may impose an administrative penalty of not less than \$500 and not more than \$10,000. SBEC may not renew the certification of an educator against whom an administrative penalty is imposed until the penalty is paid. *Education Code 21.006(i)*

Criminal Offense A superintendent required to file a report commits a state jail felony if the superintendent fails to file the report by the required date with intent to conceal an educator's criminal record or alleged incident of misconduct. *Education Code 21.006(j)*

Immunity A superintendent or principal who, in good faith and while acting in an official capacity, files a report with SBEC or communicates with another superintendent or principal concerning an educator's criminal record or alleged incident of misconduct is immune from civil or criminal liability that might otherwise be incurred or imposed. *Education Code 21.006(e)*

Definitions "Abuse" includes the following acts or omissions:

Abuse

1. Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
2. Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
3. Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
4. Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

19 TAC 249.3(1)

Reported Criminal History

"Reported criminal history" means information concerning any formal criminal justice system charges and dispositions. The term includes arrests, detentions, indictments, criminal informations, convictions, deferred adjudications, and probations in any state or federal jurisdiction. *19 TAC 249.3(44)*

Solicitation of a Romantic Relationship

"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:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent that the educator attempts to conceal the communications;
 - f. 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
 - g. 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. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

19 TAC 249.3(51)

Exit Interviews and Procedures

Exit interviews will be scheduled 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.

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 <https://pol.tasb.org/PolicyOnline?key=542>

In an effort to promote nondiscrimination and as required by law, Sabine ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Superintendent, 5424 FM 1252 W, Gladewater, Texas 75647, 903-984-8564.

Student Records

Policy FL <https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

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

<https://pol.tasb.org/PolicyOnline?key=542>

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 <https://pol.tasb.org/PolicyOnline?key=542>

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 [follow guidelines in their student handbook](#). These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI <https://pol.tasb.org/PolicyOnline?key=542>

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus administration. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
Bullying	
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
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.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Hazing

Policy FNCC <https://pol.tasb.org/PolicyOnline?key=542>

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.

Sabine ISD Dress and Grooming Code

I. Food Service Personnel and Maintenance Personnel (mechanics, grounds, custodians, electricians)

With the exception of a position that requires special work attire, the personnel listed above will be asked to dress neatly and well groomed. Those who are working around machinery should wear clothing that will not be a hazard and cause injury to oneself.

II. Professional and Paraprofessional

With the exception of special-duty teachers (P.E., agriculture science, etc.), professional employees should strive to maintain professional appearance. Jeans are not considered appropriate for the academic classroom, with the exception of designated days, like Sabine Education Foundation, Friday game days with school colors, western day, etc. Campus administration is afforded the ability to designate certain days, pending approval. Coaching shorts should not be worn in the building, except when on business of a brief nature. Caps and hats should never be worn in the academic portion of the building. These are exceptions to most rules; standards of professional dress are not different.

Teachers and paraprofessionals are asked to wear clothing appropriate to the assignment and to abide by the dress code for students in grades 4-12. In addition to these standards, employees shall conform to the following rules:

1. Facial hair should be well-groomed.
2. Hair color should be in a "natural" shade.
3. Piercings are not allowed in any other part of the head/face except the ear lobe. This includes, but not limited to, the eyebrows, bridge of the nose or septum.
4. Jogging suits and wind suits are not allowed for classroom instruction.

Updated 8/21/25

Policy Alert Annual Review of Key Policies: 2025-26 School Year

<https://pol.tasb.org/PolicyOnline?key=542>

Changes in law, district practice, staffing, and other factors can require changes in district policy.

This annual Policy Alert lists the policies and exhibits that most commonly need adjusting and explains what you should focus on when reviewing them.

If you need to make changes to your policies or exhibits, contact your policy consultant. Exhibits do not need board adoption.

Innovation Districts

Newly designated districts of innovation will need to add AF(LOCAL) and may need to make policy changes to reflect exemptions. In addition, some existing innovation plans have changed or expired and may require changes to policy. In any case, your policy consultant can help you evaluate and draft any changes the district may need to make to its policy manual. Whether you just became a district of innovation or have previously had a plan in place, you will want to check the hyperlink in AF(LOCAL) to confirm that it is still accurate.

BBB(LOCAL), Elections

<https://pol.tasb.org/PolicyOnline?key=542>

Verify the following information is correct in the policy: the number of board members, the length of board member terms and election schedule, the general election date for the district, and the methods of election and voting. Please closely review the method of voting specified. Generally, to be elected, a school board candidate must receive a plurality of votes. A plurality occurs when a candidate receives more votes than any other candidate for the office. A runoff is rarely required in an election decided by a plurality. A majority vote, on the other hand, requires a candidate to receive more than 50 percent of the vote (i.e., 50 percent plus one vote, not 51 percent). If an election requires a majority and no candidate receives more than 50 percent of the vote, a runoff election is required between the top two candidates. If your policy includes previous years in the Terms and Election Schedule section and you would like to update the policy to reflect only the current and future years, please contact your policy consultant.

BE(LOCAL), Board Meetings

<https://pol.tasb.org/PolicyOnline?key=542>

This policy includes important information about the district’s board meetings. At Regular Meetings and Agenda, verify that the following information is correctly reflected in the policy: the time for regular board meetings, the day of the week on which meetings are usually scheduled, and the deadlines for submitting items for inclusion on the agenda. In addition, please review the number of members required to call special or emergency meetings. If the district has also adopted board operating procedures, verify that this document is aligned with your policy. Annual Policy Review: 2025-26 School Year © 2025 by Texas Association of School Boards, Inc. All Rights Reserved.

BED(LOCAL), Board Meetings: Public Participation

<https://pol.tasb.org/PolicyOnline?key=542>

This policy reflects important information relating to public participation during board meetings. Verify that the time limit specified for an individual’s comments to the board remains appropriate for your community. Confirm that the policy correctly reflects the district’s decision whether to receive public comments concerning subjects not posted on an agenda

BQ(LOCAL) Series, Planning and Decision-Making Process

<https://pol.tasb.org/PolicyOnline?key=542>

This policy series meets legal requirements for the board to adopt a policy establishing district and campus-level planning and decision-making processes. At least every two years, a district must evaluate the effectiveness of the district’s decision-making and planning policies, procedures, and staff development activities to ensure that they are effectively structured to positively impact student performance.

In your biennial evaluation, check that the BQ(LOCAL) series provisions are still accurate and that the policy, related procedures, and staff development activities are effectively structured to positively impact student performance.

CAA(LOCAL), Financial Ethics

<https://pol.tasb.org/PolicyOnline?key=542>

As part of Update 124, Policy Service recommended revisions to CAA(LOCAL) to align with state law regarding financial ethics. Recommended revisions to this local policy at Federal Awards Disclosure align the text with updated rules regarding federal grants found in the Code of Federal Regulations. This guidance became effective October 1, 2024, and is reflected in CBB(LEGAL).

CDA(LOCAL), Investments

<https://pol.tasb.org/PolicyOnline?key=542>

State law requires the board to review its investment policy and investment strategies at least annually. As part of Update 124, Policy Service recommended revisions to CDA(LOCAL) regarding investments. The section on Sellers of Investments was recommended for revision to specify that representatives with distributors of investment pools must be registered with the Texas State Securities Board, have membership in the Securities Investor Protection Corporation, and be in good standing with the Financial Industry Regulatory Authority. Distributors of investment pools must also be registered in good standing with the Municipal Securities Rulemaking Board. Check your CDA(LOCAL) to be sure all provisions are still accurate.

CKE(LOCAL) Series, Safety Program/Risk Management: Security Personnel

<https://pol.tasb.org/PolicyOnline?key=542>

As part of Update 123, Policy Service recommended revisions to the CKE series to align with state law regarding security personnel. Policy Service sent a survey to districts in early April of 2024 to gather accurate information about districts' security arrangements. Based on the survey submitted by your district, Policy Service recommended revisions to applicable policies in the CKE series in Update 123. Please review your local policy carefully for accuracy and contact your policy consultant for assistance with any revisions. Annual Policy Review: 2025-26 School Year © 2025 by Texas Association of School Boards, Inc. All Rights Reserved.

CNA(LOCAL), Student Transportation

<https://pol.tasb.org/PolicyOnline?key=542>

If your district will seek funding for transportation of students who live within two miles of their campus but would be subject to areas with hazardous traffic conditions or a high risk of violence if they walked to school, the board must approve a resolution, to be updated and renewed annually, with specific information about the hazardous conditions or areas with a high risk of violence. Sample resolutions can be found in the TASB Regulations Resource Manual, available through the Governance and Management Library in Policy Online® (TASB login required).

CY(LOCAL), Intellectual Property

<https://pol.tasb.org/PolicyOnline?key=542>

As part of Update 124, Policy Service recommended revisions to CY(LOCAL) to align with state law regarding intellectual property. Revisions were recommended throughout this local policy to clarify the circumstances under which the district's intellectual property may be used and where ownership of intellectual property lies when material is created by a district employee. Other recommended revisions clarified how district employees may use other copyrighted material, including copyrighted material used for performances and displays in instruction.

DCB and DCE(LOCAL), Employment Practices

<https://pol.tasb.org/PolicyOnline?key=542>

The DC series of policies outlines the district’s employment practices and generally includes the positions or job categories that the district employs either by Chapter 21 term contracts or by non-Chapter 21 contracts, if applicable. Review each policy and verify that the list of positions for which the district provides contracts is accurate. As part of Update 123, Policy Service recommended changes to DCE(LOCAL) to clarify the process an employee on a non-Chapter 21 contract would use to request a hearing when the employee is discharged during the contract period.

DH(LOCAL), Employee Standards of Conduct

<https://pol.tasb.org/PolicyOnline?key=542>

As part of Update 124, Policy Service recommended revisions to DH(LOCAL) regarding employee standards of conduct. The provisions addressing tobacco and e-cigarettes were recommended for revision to include nicotine products regardless of whether the product contains tobacco. This language aligns with the language included in the Model Employee Handbook. If your district authorizes specific employees to possess a firearm as part of the district’s safety and security plan, please ensure the Weapons Prohibited provision in your policy is accurate.

DIA(EXHIBIT), Freedom from Discrimination, Harassment, and Retaliation

<https://pol.tasb.org/PolicyOnline?key=542>

This exhibit includes the contact information for the district’s Title IX coordinator to whom employees may make reports regarding prohibited discrimination, harassment, or retaliation against employees. The exhibit also includes the contact information for the district’s ADA/Section 504 coordinator to whom reports of discrimination based on disability may be directed. Check that the exhibit lists the correct name, position, address, email address, and phone number for these individuals.

Districts must prominently display on their websites the required contact information for the Title IX coordinator. Annual Policy Review: 2025-26 School Year © 2025 by Texas Association of School Boards, Inc. All Rights Reserved.

DMA(LOCAL), Professional Development

<https://pol.tasb.org/PolicyOnline?key=542>

State law requires the board to annually review the professional development clearinghouse published by the State Board for Educator Certification and annually approve the district’s professional development plan.

DP(LOCAL), Personnel Positions

<https://pol.tasb.org/PolicyOnline?key=542>

State law requires the board to adopt a policy requiring a school counselor to spend at least 80 percent of the school counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). The law requires further action if the board determines that, because of staffing needs in the district or at a campus, a school counselor cannot spend 80 percent of work time on CSCP components.

Additionally, the board is required to annually review DP(LOCAL) to assess the district's compliance with the policy. Each year, the district should identify any school counselors who will not spend 80 percent of their time on components of the CSCP, for appropriate action under the policy.

EHB(LOCAL), Special Programs

<https://pol.tasb.org/PolicyOnline?key=542>

As part of Update 124, Policy Service recommended revisions to EHB(LOCAL) to align with state law regarding special programs. Recommended revisions to this local policy on Special Programs reflect updated Administrative Code rules addressing dyslexia and related disorders, specifically inclusion of references to the Dyslexia Handbook and admission, review, and dismissal (ARD) committee decisions.

EHBAF(LOCAL), Special Education: Video and Audio Monitoring

<https://pol.tasb.org/PolicyOnline?key=542>

This policy on video and audio monitoring of special education classrooms and other settings includes the title of the administrator responsible for coordinating equipment delivery to campuses. Check that your district's current policy reflects the correct title of the individual fulfilling this role. The [TASB Regulations Resource Manual](#) includes sample exhibits aligned with the recommended local policy text.

EHBB(LOCAL), Gifted and Talented Students

<https://pol.tasb.org/PolicyOnline?key=542>

As part of Update 124, Policy Service recommended revisions to EHBB(LOCAL) to align with state law regarding gifted and talented students. Changes to the Texas State Plan for the Education of Gifted/Talented Students, approved by the State Board of Education in September 2024, prompted updates in terminology throughout this local policy. Recommended revisions at Funding were to align the text with requirements in the Education Code and in Administrative Code rules.

EIA(LOCAL), Grading/Progress Reports to Parents

<https://pol.tasb.org/PolicyOnline?key=542>

This policy includes important information about grade reports to parents and students. At Progress Reporting, check that the grade reporting period for report cards is correct. At Interim Reports, ensure that the information correctly reflects district practice for issuing interim progress reports. Be sure the grade reporting period matches any grade reporting period mentioned in

EIC(LOCAL), Class Rank

<https://pol.tasb.org/PolicyOnline?key=542>

This policy addresses the district’s class rank provisions. It is recommended that any changes to this policy be made during the summer with specific provision notes added for clarification. If your policy needs to be updated or if outdated provisions need to be removed, please contact your policy consultant. Review your policy for changes that might be needed due to the following.

Pre-AP® Course Designation: The College Board, which provides Pre-Advanced Placement (Pre-AP) courses, has notified districts that Pre-AP is a registered trademark and can only be used in relation to official College Board Pre-AP courses. During the 2021-22 school year, districts were required to cease using a “Pre-AP” label for courses that have not been approved by the College Board. If your district has not already revised its class rank or other policies accordingly, please contact your policy consultant.

Retaken Course Grades: State law permits parents to elect to have their student repeat a high school course in which the student was enrolled during the previous school year unless the district determines the student has met all requirements for graduation. Absent local policy, TEA guidance provides that the original passing grade must be retained. Contact your policy consultant for assistance with policy language that reflects the district’s option regarding the use of grades from retaken courses in the calculation of class rank and on the transcript.

EIE(LOCAL), Retention and Promotion

<https://pol.tasb.org/PolicyOnline?key=542>

This policy lists the standards for mastery for promotion to the next grade level. Review the promotion standards for grades 1-8 for accuracy.

EIF(LOCAL), Graduation

<https://pol.tasb.org/PolicyOnline?key=542>

This policy should reflect whether the district requires additional credits beyond the number mandated by the state for graduation under the foundation program, with or without an endorsement. Additionally, the policy should reflect whether the district awards credit for

physical education substitutions, including those from an appropriate private or commercially sponsored program, and credit for participation in an approved community-based fine arts program. If the district needs to update these requirements, contact your policy consultant. Please note that specific course requirements, including specific course information related to endorsements, does not need to be listed in policy.

FB(EXHIBIT), Equal Educational Opportunity

<https://pol.tasb.org/PolicyOnline?key=542>

This exhibit includes the contact information for the district's Title IX and ADA/Section 504 coordinators to whom students may make reports regarding prohibited discrimination, harassment, dating violence, and retaliation. Check that the exhibit lists the correct name, position, address, email address, and phone number for each coordinator and that the information in FB(EXHIBIT) matches that in FFH(EXHIBIT).

Districts must prominently display on their websites the required contact information for the Title IX coordinator.

FDA(LOCAL), Interdistrict Transfers

<https://pol.tasb.org/PolicyOnline?key=542>

State law permits the board, without entering into an interlocal agreement, to establish and operate a transportation system outside the district to transport enrolled students who reside outside the district. To do so, the board must have a policy that prohibits screening of interdistrict transfer students based on the student's academic performance, disciplinary history, or attendance records, which is addressed at FDA(LOCAL). The district must also certify that the district meets the performance and accountability standards in Education Code 34.007(a)(3)(B) for the preceding school year. Therefore, the district should ensure each year that the performance and academic standards continue to be met.

Please contact your policy consultant if your district will operate a transportation system as permitted by law and you need revisions to FDA(LOCAL).

FFA(LOCAL), Wellness and Health Services

<https://pol.tasb.org/PolicyOnline?key=542>

Under federal law, each district that participates in the National School Lunch Program and/or the School Breakfast Program must adopt a wellness policy that includes goals for nutrition promotion and education, physical activity, and other school-based activities to promote student wellness, as well as nutrition guidelines for all foods available on school campuses. Each district should also develop a plan for implementing the wellness policy.

Please note that the Texas Department of Agriculture requires a district to annually review its wellness policy and wellness plan to determine if changes are necessary. Under federal law, a formal assessment of progress is required at least once every three years.

FFAC(LOCAL), Wellness and Health Services: Medical Treatment

<https://pol.tasb.org/PolicyOnline?key=542>

This policy reflects current guidance from the Texas Department of State Health Services and common district practices. If not currently reflected in your policy, contact your policy consultant if the district purchases or provides any medication for students, including nonprescription medication in the district's athletic program, unassigned epinephrine auto-injectors, opioid antagonists, or unassigned prescription asthma medication.

Your policy consultant can assist you in reviewing the district's choices. The TASB Regulations Resource Manual includes sample regulations.

FFAF(LOCAL), Wellness and Health Services: Care Plans

<https://pol.tasb.org/PolicyOnline?key=542>

State law requires districts to adopt local policy for the care of students with food allergies at risk for anaphylaxis. FFAF(LOCAL), which meets this policy requirement, further requires that the district annually review its food allergy management plan and review individual care plans as needed or after an anaphylactic reaction at school. Check that the district has appropriate food allergy management plans in place as well as updated care plans for students with food allergies at risk for anaphylaxis. The TASB Regulations Resource Manual includes sample regulations aligned with the recommended local policy text.

FFC(EXHIBIT), Student Support Services

<https://pol.tasb.org/PolicyOnline?key=542>

Federal law requires each district to designate an appropriate employee as the district liaison for homeless children. Check that the correct name, position, address, and phone number are listed for this individual and that this information has been sent to TEA. For more information on designating a liaison or to designate your district's liaison, visit TEA's Texas Education for Homeless Children and Youth web page.

Please note that a district is also required to appoint and, pursuant to Education Code 33.904, notify TEA of the employee who serves as the district's foster care liaison officer. [See TEA's Foster Care Points of Contact web page.]

FFG(LOCAL), Child Abuse and Neglect

<https://pol.tasb.org/PolicyOnline?key=542>

State law requires the board to annually review policies for reporting child abuse and to distribute the policies to all personnel at the beginning of each school year. This policy includes important information regarding the district's required program to address child sexual abuse, trafficking, and maltreatment. As part of Update 124, Policy Service recommended revisions to FFG(LOCAL) to align with state law regarding child abuse and neglect. Under Reporting Child Abuse and Neglect, a new subsection on Oral Reports was recommended to comply with revisions to the Family Code and Administrative Code. Recommended revisions at Making a Report clarify new requirements in the Education Code stating that reporting individuals must provide their name and contact information when making a report. The policy still states that the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law.

FFH(EXHIBIT), Freedom from Discrimination, Harassment, and Retaliation

<https://pol.tasb.org/PolicyOnline?key=542>

This exhibit includes the contact information for the district's Title IX and ADA/Section 504 coordinators to whom students may make reports regarding prohibited discrimination, harassment, dating violence, and retaliation. Check that the exhibit lists the correct name, position, address, email address, and phone number for each coordinator and that the information in FFH(EXHIBIT) matches that in FB(EXHIBIT).

Districts must prominently display on their websites the required contact information for the Title IX coordinator

FM(LOCAL), Student Activities

<https://pol.tasb.org/PolicyOnline?key=542>

This policy includes the maximum number of absences related to extracurricular activities that a student will be allowed in a school year. Check that the number of absences allowed and the conditions under which the absences are permitted are still correct.

GKA(LOCAL), Conduct on School Premise

<https://pol.tasb.org/PolicyOnline?key=542>

As part of Update 124, Policy Service recommended revisions to GKA(LOCAL) to align with state law regarding conduct on school premises. Recommended language prohibiting electronic vaporizing devices was added to the Tobacco and E-Cigarettes section of this local policy. If your policy includes Exceptions at Weapons Prohibited, revisions were recommended to clarify that individuals authorized by the board are not subject to the prohibition provisions.

GKE(LOCAL), Community Relations: Business, Civic, and Youth Groups

<https://pol.tasb.org/PolicyOnline?key=542>

GKE(LOCAL) satisfies the state law requirement for a board policy to allow a principal to provide a representative of a patriotic society an opportunity to speak to students during the school day. The policy must give the principal discretion over the date and time and allow the principal to limit the presentation to 10 minutes on a single school day. The statute requires the board to adopt the policy at the beginning of each school year, and it is our understanding that continuing implementation of a previously adopted policy would meet that requirement.

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