

Agenda of Regular Meeting

The Board of Trustees Little Elm ISD

A Regular Meeting of the Board of Trustees of Little Elm ISD will be held August 17, 2026, beginning at 6:00 PM in the Little Elm ISD Administration Building.

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

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

1. Call to Order Open Session in the Board Room at Little Elm ISD Administration Building on 400 Lobo Lane, Little Elm, Texas 75068.
2. Introduction and Roll Call
3. Citizen Input
Audience participation shall be permitted at regular Board meetings and shall be limited to the public comment portion designated for that purpose
4. The Board will recess into Closed Meeting in the Board Support Conference Room as permitted by the Texas Open Meetings Act Code Subchapter 551.072 & 551.074. The Board and Superintendent will discuss:
 - A. Personnel
 - B. Land
5. Pledge of Allegiance
6. Invocation
7. Reports of the Superintendent
 - A. 2026-2027 Employee Handbook 4
Presenter: Asheley Brown
 - B. Athletics Department Update 90
Presenter: Matt Harbin
8. Action Items
 - A. Discuss and consider approval of Reclassification of Special Populations 97
Speech Pathologist Position
Presenter: Asheley Brown
 - B. Discuss and consider approval of the Act on Delegation of Authority to 98
Approve the Agreement for the Purchase of Attendance Credit
Presenter: Jesse Wyse
9. Consent Agenda
 - A. Discuss and consider approval of Regular Board Meeting Minutes - 102
7/20/2026
Presenter: Sonia S. Flores
 - B. Discuss and consider approval of Texas A&M Agrilife Extension 108
Adjunct Faculty Resolution
Presenter: Dr. Penny Tramel

C. Discuss and consider approval of SB13 Acquisition of Library Books Presenter: Dr. Penny Tramel	117
D. Discuss and consider approval of Board Policy Updates - TASB Update 127 Presenter: Renee Pentecost	139
E. Discuss and consider approval of T-TESS Appraisers and Appraisal Calendar Presenter: Renee Pentecost	215
F. Discuss and consider approval of Off-Campus Physical Education Sites Presenter: Dr. Penny Tramel	217
G. Discuss and consider approval of Financial Reports - June 2026 Presenter: Jesse Wyse	226
H. Discuss and consider approval of Little Elm ISD Interlocal Summary Report Presenter: Jesse Wyse	244
I. Discuss and consider approval of Request for Proposal #2024-005 Food Catering Services Presenter: Jesse Wyse	246
10. Board President Comments Presenter: Mary Watkins	
11. Board Comments	
12. Superintendent Comments	
13. Adjournment	

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

Texas Government Code Section:

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

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

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

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

Superintendent

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

Sonia S. Flores

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
8-17-2026	☒	☐	☐	☐	☐
Subject:	2026-2027 EMPLOYEE HANDBOOK				
Presenter or Contact Person:	Asheley Brown, Executive Director for Human Resource Services				
Policy/Code:	Section D: Personnel (All Personnel related Board Policies)				
Strategic Plan Goal:	We will recruit, recognize, and retain high quality and effective personnel to support student success at every level.				
Summary:	The 2026-2027 LEISD Employee Handbook has been updated with the latest suggested edits from TASB.				
Financial Implications:	No Financial impact. The Handbook will be distributed electronically.				
Attachments:	2026-2027 LEISD Employee Handbook ; Guide to Handbook Changes				
Recommendation:	For informational purposes only.				
Motion:	N/A				

LEISD Employee Handbook—2026 Update Guide to Changes and Additions

Topic	Page Number	Description of Change
Table of Contents	2-4	- Updated page numbers and order of entries - Added new topics of prohibition on diversity, equity, and inclusion and prohibited classroom instruction*
District Calendar	5	Inserted new 2026-2027 LEISD District Calendar
Description of District	6	Updated elementary campus names
Board of Trustees	9	Updated names and positions of current members
Administration	10	Updated names of new administrators
School Directory	11	Updated names of new principals and campus names
Health Safety Training	16	Updated requirements to reflect safety training requirements for certain positions and the requirement to submit documentation to the district*
Notification to Parents Regarding Qualifications	19	Updated the language to reflect the positions that require parent notification including substitutes*
Performance Evaluation	20	Added policy reference*
Paychecks	23	Updated pay dates
Leaves and Absences	27	Added policy references*
Discretionary Leave Protected Dates	30-31	Updated list of protected dates for 2026-2027
Standards of Conduct	45	- Added policy reference DHA* - Updated the language to reflect policy for reports to SBEC by the superintendent*
Educator Code of Ethics	48	Renumbered factors under 3.9 to reflect policy*
Reporting Suspected Child Abuse	58	- Added policy reference FFG* - Emphasized the 24-hour reporting timeline for child abuse* - Updated that abuse must be reported to DFPS even when made to law enforcement*
Sexual Abuse and Maltreatment of Children	59	Updated policy reference*
Reports to Texas Education Agency	60-61	- Added reporting timeline of 48 hours to report to TEA* - Added reporting timeline of seven days for a certified employee for certain misconduct*
Technology Resources	62	Added a policy reference*

Personal Use of Electronic Communications	62-63	• Changed policy reference DH to DHA* • Changed policy reference DH (EXHIBIT) to DHA (LEGAL)*
Electronic Communications between Employees, Students, and Parents	64	Changed licensed therapists to school psychologists to reflect updated title change*
Tobacco and Nicotine Products and E-Cigarette Use	68-69	• Updated language and local considerations to align with law* • Added definition of “e-cigarette” defined in policy and health and safety code*
Resignations	79	Changed SBEC to TEA for required reporting by the superintendent for noncertified employees*
Dismissal or Nonrenewal of Contract Employees	79	Added new policy references*
Dismissal of Noncontract Employees	80	Added new policy references*
Prohibition on Diversity, Equity, and Inclusion	80-81	Added new topic of the prohibition of engaging in diversity, equity, and inclusion activities for employees with policy references*
Prohibited Classroom Instruction	81	Added new topic of prohibited classroom instruction for employees with policy references*

2026-2027 Employee Handbook



Little Elm ISD
Engage Equip Empower

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

The Mission of Little Elm ISD is to...

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

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

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2026 - 2027 ACADEMIC CALENDAR

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
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30	31					

September 2026						
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October 2026						
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November 2026						
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22	23	24	25	26	27	28
29	30					

December 2026						
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January 2027						
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23	24	25	26	27	28	29
30	31					

February 2027						
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28						

March 2027						
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April 2027						
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May 2027						
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23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

CALENDAR KEY

- District Holiday *
- Teacher Independent Workday (TIP) - Student Holiday
- Teacher Workday
- First Day of School (8/12) • Start of 2nd Semester (1/6)
- New Hire Welcome Week
- Bad Weather Makeup Day
- Student Early Release Day
- Professional Learning - Student Holiday

*all employees must refer to workday calendar

SCHOOL HOURS

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

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

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

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

NINE - WEEK GRADING PERIODS

1st: Aug. 12 - Oct. 9

2nd: Oct. 19 - Dec. 17

3rd: Jan. 6 - Mar. 12

4th: Mar. 22 - May 21



Little Elm
Independent School District



Introduction

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

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

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

District Information

Description of the District

Little Elm ISD is located in North Texas. The District currently has twelve campuses to serve children:

Zellars Early Childhood Learning Center
Brent Elementary
Little Elm Elementary
Hackberry Elementary
Dr. Ashley B. Glover Elementary
Lakewood Village Elementary
Oak Point Elementary
Prestwick Elementary
Strike Middle School
Walker Middle School
Little Elm High School
Little Elm ISD Administration Building

PreKindergarten
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
Kindergarten – 5th
6th – 8th
6th – 8th
9th – 12th
DAEP & GOALS

Mission Statement, Goals, and Objectives

Policy AE

District Values, Vision, Mission, And Goals

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

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

AS LOBOS WE VALUE...

Safety

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

Diversity

- A diverse community and respect our differences.

Communication

- Honest and transparent communication.

Learning

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

Boundless Possibilities

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

OUR GOALS ARE:

Safety and Security

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

Teaching & Learning

1. We will provide an aligned, written, taught, and assessed curriculum that provides for equitable rigor for students.
2. We will support constructivist learning in schools to promote meaning making, risk-taking, and empowerment for the whole child.
3. We will engage each student in learning experiences that lead to increased college, career, and military opportunities for post-secondary readiness.
4. We will engage each employee in personalized learning experiences that support them meeting the social, emotional, and academic needs of all students.

Respectful Relationships

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

Human Capital

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

Community Engagement

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

Ensuring Fiscal Health & Sustainability

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

Board of Trustees

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

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, and employment of the

superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations.

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

Current board members include:

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

The Board usually meets at the Little Elm ISD Administration Building on the third Monday of the month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at the Little Elm ISD Administration Building at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and agendas of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Administration

Michael Lamb
Donald Bartlett
Jesse Wyse
Dr. Penny Tramel
Asheley Brown

Superintendent
Deputy Superintendent
Chief Financial Officer
Assistant Superintendent for Curriculum & Learning
Executive Director for Human Resource Services

Michael Meador	Executive Director for Operational Services
Kristi Roberts	Executive Director for Special Population Services
Cecelia Jones	Director for Communication Services
Mickey James	Executive Director for Construction Services
Jack Vestal	Director for Network & Technology Services
Kimberly Chow-Jackson	Director for Academic Programs
Jason Evans	Director for Accountability
Carrie McHugh	Director for Child Care Services
Matt Harbin	Director for Athletics
Kendra Vogt	Director for Child Nutrition Services
Amanda Ball	Director for Professional Learning
Brandon Thompson	Director for Data Processing & Information Services
Jessica Cofield	Director for Counseling Services (PK-8)
Renee Pentecost	Director for Human Resource Services
Terilyn Thomas-Monday	Director for Student Services
Frank Felice	Director for Fine Arts
Jonquez Moore	Director for Transportation Services
Derrick Conley	Director for Career & Technical Education and Virtual Learning

School Directory

Michelle Gentry

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

Bill Bush

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

Tiffany Brown

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

Karie Kuster

Brent Elementary School – Principal
500 Witt Rd
972-947-9451

Marnie Richardson

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

Dr. Cyndy Mika

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

Kori Werth

Lakewood Village Elementary – Principal
100 Stowe Lane (Lakewood Village)
972-947-9461

Ashley Holmes

Little Elm Elementary – Principal
2600 Hart Road
972-947-9452

Dr. Bernadette White

Oak Point Elementary – Principal
401 Shahan Prairie (Oak Point)
972-947-9329

Jamey Allen

Prestwick Elementary – Principal
3101 Stonefield, The Colony, TX 75056
972-947-9450

Howard Higginbotham

Zellars Early Childhood Learning Center – Principal
300 Lobo Lane
972-947-9445

Chelcie Guerra

GOALS/DAEP - Principal
400 Lobo Lane
972-947-9340 x10701

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

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

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

LEISD Title IX Coordinator Contact information:

Terilyn Thomas-Monday
Director for Student Services
400 Lobo Lane
Little Elm, Texas 75068
972-947-9340

LEISD ADA/Section 504 Coordinator Contact information:

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

Job Vacancy Announcements

Policy DC

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

Campus Administration Openings

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

Employment After Retirement

Policy DC

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

Contract and Non-contract Employment

Policy DC series

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

Probationary Contracts. Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. Generally, the probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district will be one school year. However, the Little Elm ISD District of Innovation plan does include an exemption from TEC 21.102(b), which allows for a second probationary year for these experienced teachers.

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

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All

employees will receive a copy of their contract. Employment policies can be accessed on line or copies will be provided upon request.

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

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

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

Certification and Licenses

Policies DBA, DF

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

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

Recertification of Employment Authorization

Policy DC

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

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

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

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

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

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

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

Health Safety Training

Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Toni Nelson, Coordinator of Health Services by September 1, 2026.

Nurses athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Toni Nelson, Coordinator of Health Services, by September 1, 2026.

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

Reassignments and Transfers

Policy DK

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

assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

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

Workload and Work Schedules

Policies DEAB, DK, DL

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

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

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

ADA Accommodations

Policies DAA, DBB, DIA

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 Asheley Brown, Executive Director for Human Resource Services at 972-947-9340, and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form which is available on the website: www.littleelmsd.net.

Upon receiving the reasonable accommodation request, 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 to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their healthcare 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, 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. The ADA coordinator will work closely with the employee and supervisor to ensure the reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

The Providing Urgent Maternal Protections of Nursing Mother 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 Asheley Brown, Executive Director for Human Resource Services at 972-947-9340.

Pregnant Workers Fairness Act

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the District is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents

be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an **uncertified substitute, inappropriately certified teacher, or an uncertified teacher**. 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, **including substitutes**. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Renee Pentecost, Director of Human Resource Services.

Outside Employment and Tutoring

Policy DBD

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 (other than employees primarily responsible for in-class instruction) 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, may not receive financial benefits for performing personal services for *any* business entity that conducts or solicits business with the district. With exceptions as noted below, 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.

Exceptions apply 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. To be approved, services must be performed on the administrator's personal time. Contact Human Resource Services for more information.

Performance Evaluation

*Policy DN, **DPB** series*

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the

District. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

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

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

Staff Development / Workdays and Employee Children

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

Mental Health Training

Policy DMA

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

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See [Overtime Compensation](#) on page 22 for more information.)

All employees will receive written notice of their pay and work schedules each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. After initial employment, salary increases are determined annually by the Board of Trustees during the budget process. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule. All stipends are Board approved at the beginning of each academic school year.

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

Annualized Compensation

Policy DEA

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

Paychecks

All professional, salaried employees and hourly employees not on the Transportation Department pay scale are paid monthly (generally on the 20th of the month). Employees on the Transportation Department pay scale are paid semi-monthly (generally on the 15th and 30th of the month). However, holidays necessitate the schedule to be altered from time to time.

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

The schedule of pay dates for the 2026–2027 school year are as follows:

September 18th	January 20th	May 20th
October 20th	February 19th	June 18th
November 20th	March 19th	July 20th
December 18th	April 20th	August 20th

Automatic Payroll Deposit

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

Payroll Deductions

Policy CFEA

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans: and saving deposits and loan payments through the Denton Area Teachers Credit Union.

Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and the applicable supplemental pay. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Universal Availability

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

Overtime Compensation

Policy DEAB, DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

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

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

- Employees can accumulate up to 40 hours of comp time.
- Comp time must be used in the semester that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- Comp time must be used in ½ day or whole day increments.
- The District may require an employee to use comp time when in the best interest of the District.
- Compensatory time accumulated must be used prior to using other paid leave (e.g., sick, personal, vacation) provided by the District.

- Compensatory time is accumulated (with supervisor's approval) and then utilized. Employees cannot use comp time earned **after** an absence to cover the prior absence.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Time Clock / Veritime

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

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage. The mileage reimbursement rate is inclusive of all expenses associated with the use of the employee's personal vehicle. Only the employee driving may claim mileage reimbursement.

Health, Dental, and Life Insurance

Policy CRD

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage,

employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Little Elm ISD Payroll/Benefits Department for more information.

Supplemental Insurance Benefits

Policy CRD

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

Cafeteria Plan Benefits (Section 125)

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

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers' compensation coverage from TASB, effective upon employment.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

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

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or a letter of reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Little Elm ISD Human Resource Services Department.

Teacher Retirement

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

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

Leaves, Absences and Vacations

Policies **CRD, DBB**, DEC, DECA, DECB, DED, **DG**

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

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

- Local Leave
- State Leave

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

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

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

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

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

Medical Certification. Any employee who is absent more than 5 consecutive days because of a personal or family illness must submit a medical certification from a qualified healthcare provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

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

Return to Work Authorization. Employees who are removed from campus for a personal medical emergency, whether by ambulance or other means, shall be required to provide medical clearance to the District’s Human Resource Services Department before the employee is permitted

to return to work. The clearance must be filled out and signed by a licensed physician. Such certification must be provided twenty-four hours prior to return to work.

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

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

Personal Leave

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

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

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

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

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

The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

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

The following dates are protected for the 2026-2027 school year and will result in docking of pay:

August 4-8 (Staff Development)
 August 11-12 (Staff Development)
 August 13 (First Day of Instruction)
 August 29 (Day before holiday weekend)
 September 2 (Day after holiday weekend)
 September 19 (Staff Development, only applies to 183,187, and 189)
 October 9 (PSAT Testing Day, LEHS only)
 October 13-14 (Staff Development - does not apply to 176, 177, 178, 189, 226 or 240 work calendars)
 October 20 (Day after District holiday)
 October 30 (District Holiday - does not apply to those on 226 or 240 work calendars)
 November 3 (Day after a District Holiday - does not apply to those on 226 or 240 work calendar)
 November 14 (Staff Development, only applies to 183,187, and 189)
 November 21 (Day before Holiday break, does not apply to the 240 calendar)
 December 1 (Day after holiday break)
 December 4, 5, 8, 9 & 11 (State Testing, LEHS only)
 December 19 (Day before holiday break)
 January 5 (Day after holiday break and Staff Development)
 January 6 (Staff Development, only applies to 176,177, 178, 183 and 187 calendars)
 January 7 (First Instruction day of Spring Semester)
 January 16 (Day before holiday weekend)
 January 20 (Day after holiday weekend)
 February 6 (Staff Development - only applies to 183,187,189 work calendars)
 February 16 (Staff Development - only applies to 183, 187, 189 work calendars)
 March 6 (Day before Spring Break)
 March 16 (Day after Spring Break)
 March 18 (SAT Testing Day, LEHS only)

April 2 - (Day before holiday weekend, if April 3 does not require attendance due to prior bad weather day)

April 6 - (Day after holiday weekend, if April 3 does not require attendance due to prior bad weather day)

April 7 - (STAAR STAAR 6 Reading, SMS and WMS only)

April 8 - (STAAR 7 Reading, SMS and WMS only)

April 9 - (STAAR English II EOC and STAAR 8 Reading, SMS, WMS, and LEHS)

April 14 - (STAAR 3-5 Reading and English I EOC, All Elementary and LEHS)

April 16 - (STAAR 8 Science and Biology EOC, SMS, WMS, and LEHS)

April 16 - (Day before holiday weekend, if April 17 does not require attendance due to prior bad weather day)

April 20 - (Day after holiday weekend, if April 17 does not require attendance due to prior bad weather day)

April 21 - (STAAR testing Elementary, Middle School and High School)

April 23 - (STAAR Grade 6 Math, SMS and WMS only)

April 27 - (STAAR Grade 7 Math SMS and WMS only)

April 28 - (STAAR testing Elementary, Middle School and High School)

May 1 - (Staff Development, only applies to 176, 177, 178, 183, 187 and 189 only)

May 22 (Last Day of School/End-of-semester exams/Day before Summer Break)

The list of protected days will be updated as soon as any change in the district's academic calendar or the State's Assessment calendar requires an addition or edit.

Leave for Pursuit of Postgraduate Degree. When an employee is enrolled in a college/university in pursuit of an Education or Education-related Master's or Doctorate degree, if the degree program requires attendance at classes or workshops that fall on District work days, the District will allow for a maximum of two professional leave days to be utilized per school year to attend required Master's/Doctoral sessions. Documentation from the college or university that provides details about the dates of program requirements must be provided to Human Resource Services at least 5 business days in advance to be eligible for this leave.

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

State Sick Leave

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

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

- Employee illness

- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

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

Sick Leave Bank

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

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

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

Vacation

Policy DED

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

1. Availability

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

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

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

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

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,

- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

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

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

Am I eligible to take FMLA leave?

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

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

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

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

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

How do I request FMLA leave?

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

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

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

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

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

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

What does my employer need to do?

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

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

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

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

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

Where can I find more information?

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

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



Local Procedures for Implementing Family and Medical Leave Provisions

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

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. 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. A husband and wife who are both employed by the District are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care

provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

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

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

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

Temporary Disability Leave

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

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

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

When an employee is ready to return to work, the Executive Director of Human Resource Services should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

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

Assault Leave

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

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

Jury Duty

Policies DEC, DG

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

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

Truancy Court Appearances

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

Religious Observance

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

Compliance with a Subpoena

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

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

Military Leave

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

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

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

Neutral Absence Policy

Policy DEC(Local)

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

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include Carpool Kudos, LEaders of the Pack, designated Appreciation Weeks such

as Teacher Appreciation Week, Teacher, Para, and Auxiliary Employees of the Year, and the end-of-year LEISD Honoree Banquet.

District Communications

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

Parent Square Mass Notification
LEISD website
LEISD Facebook
LEISD X account
LEISD Instagram

Complaints and Grievances

Policy DGBA

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

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

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

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

DGBA (LOCAL)-

Personnel Relations:

Employee Complaints

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

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

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

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

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

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than 15 days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure the matter reaches the Board expeditiously. Timelines for the employee and District set out in the policy may be shortened to ensure that the Board's final decision is made within 30 days of the initiation of the complaint.

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

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

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

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

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

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

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

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

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

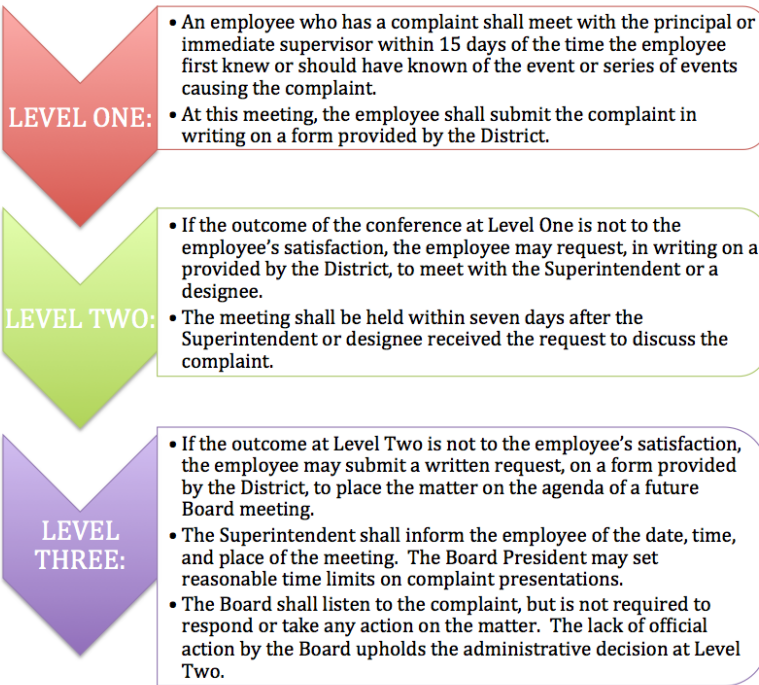
LEVEL THREE If the outcome at Level Two is not to the employee's satisfaction, the employee may submit a written request, [on a form provided by the District](#), to place the matter on the agenda of a future Board meeting. [See BE (LEGAL)] The Superintendent shall inform the employee of the date, time, and place of the meeting. The Board President may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter. The lack of official action by the Board upholds the administrative decision at Level Two.

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

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

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

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



Employee Conduct and Welfare

Standards of Conduct

Policy DH, **DHA**

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

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC **by the superintendent**. See *Reports to the Texas Education Agency*, page 60 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

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

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

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

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age. Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, below.

Sexual Harassment

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Other Prohibited Harassment

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Reporting Procedures

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, the Title IX coordinator, Asheley Brown, Executive Director of Human Resource Services . [See DAA(LOCAL)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records Retention

Retention of records shall be in accordance with DAA(LOCAL).

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

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

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* page 57 and *Bullying* page 53-54 for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - The nature of the communications;
 - The timing of the communications;
 - The extent of the communications;
 - Whether the communications were made openly or secretly;
 - The extent that the educator attempts to conceal the communications;
 - If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the

educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and

- Any other evidence tending to show the context of the communications between educator and student.
- 2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
- 3. Making sexually demeaning comments to a student.
- 4. Making comments about a student's potential sexual performance.
- 5. Requesting details of a student's sexual history
- 6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
- 7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
- 8. Inappropriate hugging, kissing, or excessive touching.
- 9. Providing the student with drugs or alcohol.
- 10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
- 11. Any other acts tending to show that the educator solicited a romantic relationship with the student. 19 TAC 249.3(51)

FFH (Local)

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

Sexual Harassment

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

By an Employee

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
- Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Other Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, the Title IX Coordinator, Terilyn Thomas-Monday, Title IX Administrator. [See FB(LOCAL)]
2. For all other prohibited harassment, the Superintendent or his/her designee.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

Notice to Parents

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records Retention

Retention of records shall be in accordance with FB(LOCAL).

Access to Policy

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, 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 first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made 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 or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline to <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 retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

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

Sexual Abuse and Maltreatment of Children

Policy FFG

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the [LEISD Student Code of Conduct](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. 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 suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the

suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

What to look for:

Physical Abuse

Common indicators of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns, especially when the child cannot adequately explain their cause
- Frequent complaints of pain without obvious injury
- Burns or bruises in an unusual pattern which may indicate the use of an instrument or a human bite; cigarette burns may be seen on the face, arms, or palms
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Lack of reaction to pain
- Fear of going home, seeing parents
- Injuries which appear after the child has not been seen for several days
- Wears unseasonable clothes, which may hide injuries to arms or legs

Neglect

Common indicators of neglect include:

- Obvious malnourishment
- Lack of personal cleanliness
- Habitually dressed in torn and/or dirty clothes
- Unattended for long periods of time
- Needs glasses, dental care, or other medical attention
- Begs or steals food
- Frequently absent or late to school

Sexual Abuse

Common indicators of sexual abuse include:

- Physical signs of sexually transmitted disease
- Evidence of injury to the genital areas
- Pregnancy in a young girl
- Difficulty in walking or sitting
- Frequent expressions of their own or other children's sexual involvement with adults
- Extreme fear of being alone with members of the opposite sex
- Engages in sexually suggestive or promiscuous behavior
- Knowledgeable about sexual relations
- Reports sexual assault

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA **within 48 hours** 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 not later than the seventh business day after termination or resignation or notice from the principal:

- 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).

Reporting Crime

Policy DG

The Texas Whistleblower Act Protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides

employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ, CQD

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

- Imposes no tangible cost to the District.
- Does not unduly burden the District's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance
- 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 acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Instructional Technology.

Personal Use of Electronic Communications

Policy CQ, CY, DHA

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

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

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

- The employee may not set up or update the employee's personal social network pages(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use 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 **DHA (LEGAL)**]
 - 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 **DHA (LEGAL)**]

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an

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

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

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, **school psychologists**, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - **For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.**

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 7:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy
- An employee shall notify his supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act.

Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

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

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 educators' 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

Little Elm ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows:

Policy DH (LOCAL)

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

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

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

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the superintendent receiving notice of any source of conviction for any drug statute violation occurring in the workplace, the superintendent or designee shall either (1)

take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act [20 U.S.C. 3471, 1221e-3(a)(1) and 34 CFR 85.630]; notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201: and requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

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

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD GKA

State law prohibits **smoking, using, or possessing e-cigarettes or tobacco products** 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.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term **"e-cigarette"** includes:

1. A device regardless of whether it was manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Fraud and Financial Impropriety

Policy CAA

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

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

Conflict of Interest

Policy CB, DBD

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

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law 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. Duplications are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of District resources including work time for political activities is prohibited.

The District encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written

guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve District equipment, employees must comply with the following requirements:

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

It is every employee's responsibility to ensure that their campus is safe and secure at all times. Exterior doors should never be unlocked or propped open. Classroom doors should always be locked from the outside and shut. If you are having problems with your door locking, it is your responsibility to report it to your campus principal or assistant principal.

Pursuant to International Fire Code 2003 Section 308, a person shall not utilize or be allowed to utilize a candle, open flame and/or candle warmers in connection with a public meeting place or gathering for purposes of educational occupancy.

Furthermore, pursuant to Fire Code Chapter 803.3.2, artwork and teaching materials shall be limited on the walls to not more than 20% of the wall area.

Employees with questions or concerns relating to safety programs and issues can contact Donald Bartlett, Deputy Superintendent at 972-947-9340.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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

or suspect a violation of the District's weapons policy should report it to their supervisor or call the local authorities immediately.

Visitors in the Workplace

Policy GKC

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

Any guests/visiting teachers must submit a background check (level 3) through the District system at least 48 hours prior to their scheduled visit to the campus. Guest/visiting teachers without background clearance will not be permitted on campus with students.

Asbestos Management Plan

Policy CSC

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

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located in the main entrances of the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from Danny Cogdell, the District IPM Coordinator, at (972) 947-9456 x13004 or email at dcogdell@leisd.ws upon request.

Little Elm ISD has a policy that requires us to follow integrated pest management (IPM) procedures to control pests on school grounds. Little Elm ISD strives to use the safest effective procedures to manage pests, including a variety of non-chemical control measures; however

pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free school environment.

All pesticides used in our District are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Prior to indoor applications, signs will be posted 48 hours in advance of the treatment. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area. Parents with further questions, or who wish to be notified directly about upcoming pesticide applications on their children's campus, can contact the Operational Services office at 972-947-9340.

General Procedures

Emergency School Closing

Policy EB

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website, Blackboard mass notification email, and posts to the District's social media platforms.

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Little Elm ISD Business Services department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for

personal use through the District's business office. Contact Little Elm ISD Business Services department for additional information on purchasing procedures.

Accounting - Cash in School Buildings This applies to all state funds, local taxes, cafeteria or activity funds, and funds raised by students. Any District employee who comes into possession of any District funds shall turn the same into the school office (or designated official) on a daily basis. The employee turning in the money shall be given a proper receipt and shall be responsible for obtaining such receipt. The money turned in shall be deposited in a school vault daily. District funds coming into the hands of any employee from any source shall be kept separate until turned in and receipted; no employee shall allow District funds to be commingled with personal funds.

Money Handling

No money shall be kept in the school buildings overnight except for enough to make change next day. Teachers who sell things or collect money should turn that money into the principal's office **daily**. Each principal is responsible for managing a sound method for the handling and accounting of money.

Returned Check Policy The District uses a third party, Paytek Solutions, to process returned checks on our behalf. Checks that do not clear the bank on the initial presentation are forwarded to Paytek for collection. Paytek will charge the check writer a \$31.88 fee for their service.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Little Elm ISD Human Resource Services office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. **Address and phone changes may be submitted through [Employee Access accounts](#).** Please contact the Benefits Department for assistance. You will also need to update records with TEA (SBEC) and TRS.

Personnel Records

Policy DBA, GBA

Most District records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including cell phone number
- Emergency contact information

- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be made at any time by submitting a written request to Little Elm ISD Human Resource Services department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

HB 2961 specifies that the social security number of an employee or former employee is confidential and cannot be used as an employee identifier except for tax purposes.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The building principal and the maintenance department is responsible for scheduling the use of facilities after school hours. Contact the campus principal to request to use school facilities and to obtain information on the fees charged.

Keys and Access Fobs

Principals issue the keys and access fobs to their buildings. Keys and access fobs are checked out at the beginning of the year and must be checked back in at the end of the school year. School keys and access fobs are **not** to be copied or loaned to others.

Dress

DH (Local)

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

Only professional attire shall be worn by professional and paraprofessional personnel for days of student instruction and for professional learning days on or off campus. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.

1. Employees are expected to dress in a manner that projects a professional image for the employee, District, and community.

2. Style of clothing should always reflect a professional and business-like atmosphere. Clothing should not attract unfavorable attention. This guideline applies to regular workday, professional learning and summer employment time.
3. Tattoos, body art, or piercings that are distracting, lewd, provocative, or depict unlawful actions or products, incite violence or lawlessness are inappropriate and must be covered or removed at work.
4. Administrators and supervisors shall have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, agriculture, auto mechanics, building trades, special education), or for medical necessities.
5. Support staff (custodial, food service, maintenance, and transportation employees) shall dress appropriately as described in their respective guidelines.
6. District employee's hair should be appropriate and not a distraction to the learning environment.

Recommended Standards Of Dress:

Employees in the Child Care, Custodian, Maintenance, Grounds, and Child Nutrition departments will follow their department specific dress guidelines provided by their supervisor. All other professional and paraprofessional district employees will adhere to the following minimum standard of professional dress:

- Slacks (may be Docker-style), skirts and dresses of appropriate length
- Shirts (not t-shirts) and blouses with or without collars can be button-down or plain front)
- Dress-style polo shirts
- Sweaters or turtlenecks
- Dress capri/cropped pants that are at least mid-calf length
- Sensible shoes appropriate to the assignment

Conditions Under Which Exceptions Could Be Made

- Designated casual days
- Designated "special occasion day"
- Spirit Day at schools
- Medical necessity
- Teacher workday
- Other conditions that are deemed occupationally necessary

Clothing Items That Are Inappropriate In Any Venue

- Flip flops / beach wear
- Torn or worn-out clothing
- Pants with frayed hems or that drag the ground
- Tight fitting or revealing clothing
- Tops with spaghetti straps or tank tops without a jacket
- Clothing that shows bare midriffs
- Lingerie-style clothing
- Short skirts
- Workout clothing/jogging suits/sweatpants and sweatshirts/spandex or jeggings

- Sheer or see-through clothing
- Pajamas/sleepwear/house slippers
- Shorts/skorts (unless occupationally necessary – ie., PE teachers/coaches*)
*Coaches wear athletic clothing only during athletic periods. Professional dress is required during your instructional teaching assignments.

Jeans And Spirit Wear

- Jeans may only be worn on Spirit Days in conjunction with a school shirt.
- They may also be worn on specially designated days, as approved by the supervisor

The principal/supervisor may authorize exceptions to the dress code for special days and/or when an activity warrants exceptions.

Employees who fail to adhere to the aforementioned standards of dress, will be asked to leave the work setting and return when appropriately attired. Repeated failure to demonstrate appropriate personal appearance will result in disciplinary action up to and including termination of employment.

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to Human Resource Services as the superintendent's designee through TalentEd. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to Human Resource Services as the superintendent's designee.

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

The principal is required to notify the superintendent of an educator's resignation 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 through the TalentEd system at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Additional information regarding the resignation process can be found [here on the LEISD Human Resources Department website](#).

The principal 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 **TEA**.

All employees. Resignations must be entered through the TalentEd system by logging in to the employee's account and entering the required information. ***Please note: All employees are required to work on their last day of employment to ensure a smooth transition.

Dismissal or Nonrenewal of Contract Employees

*Policy DF Series, DHB, **DPA, DPB***

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

The reporting requirements for termination of a contract employee 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 on line.

Dismissal of Noncontract Employees

Policy DCD, DHC, DPA, DPB

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances* on page 39)

The 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

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.

Prohibition on Diversity, Equity, and Inclusion

Policy DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns

diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction

Policy DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures

Exit interviews will be conducted electronically through TalentEd for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience. All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Additional information regarding the resignation process can be found [here on the LEISD Human Resource Services website](#).

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Asheley Brown, Executive Director of Human Resource Services.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A District is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides

parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen[®]), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with District policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

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

Bullying

Policy FFI

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

[FFI \(LOCAL\)](#)

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Transporting Students in Personal Vehicle

Employees shall not transport students in their personal vehicles without prior written authorization of the student's parent/guardian and written approval from the employee's supervisor.

Other Student Issues

For any other student services issues not included, please contact LEISD Student Services and/or HR Services for guidance.

Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resource Services Department.

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-17-2026	Reports of the Superintendent ☒	Action Item ☐	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	ATHLETICS DEPARTMENT UPDATE				
Presenter or Contact Person:	Matt Harbin				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Athletics Department Update				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Athletics Presentation				
Recommendation:	There is no Administration Recommendation. Item is for information purposes only.				
Motion:	There is no motion needed. Item is for informational purposes only.				

LEISD Athletics Update & Mission



91

**August 17, 2026
School Board Meeting**



2026-27 Athletic Department Mission

Athletic Department Mission

It's not a VISION we hope to see...

**It's a MISSION we are going to
complete!**

This is not just a job for me...

Athletic Dept Mission

WE will be LEADERS of PEOPLE

**To build an Athletic Community where PEOPLE
come FIRST, Character is NEVER
compromised, Daily Excellence is EXPECTED⁹⁴
& CHAMPIONSHIPS are the byproduct of doing
the LITTLE things Right every single day.**

**We will build Champions OUTSIDE the GAME 1ST
as we build Champions INSIDE the GAME**

LEISD Athletic Program Expectations

**Proven it is possible to Win a State
Championship**

**NO ONE believed WE could
Student Athletes NOW know we CAN**

Expectations for all Programs

Elevate from last year

Build on last year

Vertical Alignment

ES to HS

Elementary School

LEYASA

PACK Athletic Club

Lobo Buddies

PE System of Identifying

Middle School

HS Coach Involvement

(In addition to ES involvement)

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 08-17-2026	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	RECLASSIFICATION OF SPECIAL POPULATIONS SPEECH PATHOLOGIST POSITION				
Presenter or Contact Person:	Asheley Brown, Executive Director of Human Resource Services				
Policy/Code:	DCA, DCB, DC, and DCE as appropriate				
Strategic Plan Goal:	We will recruit, recognize, and retain high quality and effective personnel to support student success at every level.				
Summary:	As the needs of our special education students across the district are continuously being assessed and reviewed, there is a need for a Special Education speech pathologist position to be reclassified as detailed below: • Special Education Speech Pathologist (187 days; administrator/professional paygrade 2) reclassified to a Special Education Speech Pathologist Assistant (187 days; Teacher pay scale).				
Financial Implications:	Minimal savings for budget				
Attachments:	N/A				
Recommendation:	The Administration recommends approval of the reclassification of the Special Education Speech Pathologist FTE as submitted.				
Motion:	I move the Board approve the reclassification of the Special Education Speech Pathologist FTE as submitted.				

Board Agenda Item

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

Board Mtg. Date 08-17-2026	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	ACT ON DELEGATION OF AUTHORITY TO APPROVE THE AGREEMENT FOR THE PURCHASE OF ATTENDANCE CREDIT				
Presenter or Contact Person:	Jesse Wyse, Chief Financial Officer				
Policy/Code:	Texas Education Code Chapter 48 and 49 (previously Chapter 41)				
Strategic Plan Goal:	Ensuring Fiscal Health and Sustainability				
Summary:	HB3 updated the statutes surrounding qualifications for recapture payments. Recapture is no longer tied to a certain level of wealth per WADA. Districts are now subject to recapture payments if they have local revenue in excess of entitlement. A district is considered to have excess local revenue if the district's tier one local share exceeds the district's entitlement. The district must reduce its tier one revenue by selecting one of the following five statutory options: 1) Consolidate with one or more other school districts 2) Detachment of property 3) Purchase of average daily attendance credits from the State 4) Contract for education of non-resident students 5) Tax base consolidation with another district Option #3 is the most feasible for the district, and is the option most districts with excess local revenue chose.				

Financial Implications:	LEISD's anticipated 2026-27 cost of recapture will be approximately \$1,721,691.
Attachments:	2026-27 Agreement for the Purchase of Attendance Credit
Recommendation:	The Administration recommends delegating authority to the Superintendent to approve the Agreement for the Purchase of Attendance Credit.
Motion:	I move "For the 2026-27 school year, we delegated contractual authority to obligate the school district under Texas Education Code (TEC) 11.1511(c)(4) to the superintendent, solely for the purpose of obligating the district under TEC, 48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006. This included approval of the Agreement for the Purchase of Attendance Credit."

Agreement for the Purchase of Attendance Credit

This agreement is entered into pursuant to the Texas Education Code (TEC), Chapter 49, Subchapters A and D, and rules adopted by the commissioner of education as authorized by the TEC, §49.006. The purpose of this agreement is to enable the district to reduce its local revenue level to a level not to exceed the level established under TEC, §48.257 for the school year.

The school year to which this agreement applies is _____ (the “school year”).

The agreement is for _____ School District (“the district”), with a county-district number of _____, to purchase attendance credit from the state for the school year.

This agreement is subject to the approval of the voters of the district as provided by the TEC, §49.156. The board of trustees of the district agrees to submit to the commissioner of education, on request, a certified copy of the board minutes showing the canvass of the election.

Initial payments will be based on the commissioner’s estimate of the total cost of credit as determined under TEC, §49.153, using the district’s projected maintenance and operations tax revenue that exceeds the level established under TEC, §48.257 for the school year. The district agrees to make the payments in accordance with the schedule specified in the TEC, §49.154.

The total cost of credit will be determined by the commissioner in accordance with the TEC, §49.153, when final data on the district’s maintenance and operations tax revenue that exceeds the level established under TEC, §48.257 for the school year is available. If that amount is less than the amount paid by the district through August 15 of the school year, the difference will be refunded. If that amount is greater than the amount paid, the district shall remit an amount equal to the difference for deposit in the state treasury to be used for the Foundation School Program.

The cost of purchased attendance credit will be reduced for county appraisal district costs. The reduction will be computed in accordance with the TEC, §49.157. If the reduction exceeds the cost for the school year, the difference will be carried forward and applied to each subsequent year’s cost until the total amount of the reduction has been exhausted.

Signature of President, Board of Trustees

Date: _____

Signature of Secretary, Board of Trustees

Date: _____

Signature of Superintendent

Date:

Typed Name of Superintendent

Date:

Signature of Commissioner of Education or Designee

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-17-2026	Reports of the Superintendent ☐	Action Item ☐	Consent Agenda ☒	Reports, Routine Monthly ☐	Other ☐
Subject:	REGULAR BOARD MEETING MINUTES - 7/20/2026				
Presenter or Contact Person:	Sonia S. Flores				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Board Meeting Minutes for July 20, 2026.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Meeting Minutes				
Recommendation:	The Administration recommends the approval of the Regular Board Meeting Minutes for July 20, 2026.				
Motion:	I move that the Board approve the attached Regular Board Meeting Minutes for July 20, 2026.				

Minutes of Regular Meeting

The Board of Trustees Little Elm ISD

A Regular Meeting of the Board of Trustees of Little Elm ISD will be held July 20, 2026, beginning at 6:00 PM in the Little Elm ISD Administration Building.

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

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

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

1. Call to Order Open Session in the Board Room at Little Elm ISD Administration Building on 400 Lobo Lane, Little Elm, Texas 75068. President Mary Watkins called the meeting to order at 6:00 pm.

2. Introduction and Roll Call

Ms. Sonia S. Flores took roll call.

3. Citizen Input

Audience participation shall be permitted at regular Board meetings and shall be limited to the public comment portion designated for that purpose

- Idalia Amaya – Hilltown
- Mirsa Perez – Second Bus Stop for Hilltown
- Saira Ramirez – Second Bus Stop request in Cottonwood – Hilltown
- Alexandra Gonzales – Hilltown Community / Comunidad Hilltown (Not present)

4. The Board recessed into Closed Meeting at 6:11 pm in the Board Support Conference Room as permitted by the Texas Open Meetings Act Code Subchapter 551.072 & 551.074. The Board and Superintendent discussed:

A. Personnel

B. Land

The Board reconvened at 7:01 pm.

5. Pledge of Allegiance

The Board led those present to The Pledges of The United States Flag and The Texas Flag.

6. Invocation

There was no invocation.

7. Superintendent Spotlight

A. Introduction of New Principal of Glover Elementary School

Ms. Asheley Brown presented Ms. Marnie Richardson as the new Principal of Glover Elementary School.

B. Introduction of New Principal of Hackberry Elementary School

Ms. Asheley Brown presented Dr. Cyndy Mika as the new Principal of Hackberry Elementary School.

C. Introduction of New Athletic Director

Ms. Asheley Brown presented Mr. Matt Harbin as the new Athletic Director.

D. Introduction of New Director of Career & Technical Education and Virtual Learning

Ms. Asheley Brown presented Mr. Derick Conley as the new Director of Career & Technical Education and Virtual Learning.

8. Action Items

A. Discuss and consider approval of Staff Development Waiver for 2026-2027 School Year

Dr. Penny Tramel briefed the Board about this item. This is in pursuant to Texas Education Code 25.081 this waiver allows the district to train staff on various educational strategies designed to improve student performance.

Trustee Jeff Burton made the first motion to approve this item as submitted. Trustee DeLeon English seconded the motion. The motion passed (7-0).

Board Member	Made Motion	2nd Motion	Ayes	Nays	Abstain
Mary Watkins			x		
Jason Olson			x		
Ken Beber			x		
DeLeon English		x	x		
David Montemayor			x		
Jeff Burton	x		x		
Eric Wilson			x		

B. Discuss and consider approval of 2026-2027 New Virtual Course Requests

Dr. Penny Tramel approached the Board about this item. The District Education Improvement Council (DEIC) approved the New Courses at the July 1, 2026 DEIC meeting.

Secretary Ken Beber made the first motion to approve this item as submitted. Vice President Jason Olson seconded the motion. The motion passed (7-0).

Board Member	Made Motion	2nd Motion	Ayes	Nays	Abstain
Mary Watkins			x		
Jason Olson		x	x		
Ken Beber	x		x		
DeLeon English			x		
David Montemayor			x		
Jeff Burton			x		
Eric Wilson			x		

C. Discuss and consider approval of Resolution Regarding Sale of Easements

Mr. Jesse Wyse briefed the board about this item. Trustee Eric Wilson read the following resolution:

WHEREAS, the Little Elm Independent School District (the “District”) received an offer dated June 24, 2026, from Atmos Energy Corporation (“Atmos”) to purchase the following easement property (collectively, the “Easements”) in connection with the Line D9-6 Pig Trap

Project: 0.115

acre, more or less, Aboveground Facilities easement; 0.075 acre, more or less, temporary workspace easement, and 0.015 acre, more or less, temporary workspace easement, out of the A. Vestal Survey, Abstract No. A-1312, Denton County, Texas, adjacent to E. Eldorado Parkway near Lobo Stadium, as more fully described in the Exhibit “A” attached hereto and incorporated herein;
WHEREAS, the District desires to sell the Easements to Atmos; therefore

Be it Resolved,

1. That the findings and recitals in the preamble of this Resolution are hereby found to be true and correct and are hereby approved and adopted.
 2. That the Board of Trustees authorizes the Superintendent to negotiate the compensation and easement language with Atmos regarding the possible sale of the Easements;
 3. That, contingent on the Superintendent’s approval of compensation and easement language, the Board of Trustees agrees to sell and convey the Easements to Atmos.
 4. That the Board of Trustees authorizes the Superintendent to execute the easement instruments, and any other documents necessary to effect the conveyance of the Easements.
 5. That it is hereby found, determined and declared that sufficient written notice of the date, time, place and subject of the meeting of the Board of Trustees at which this Resolution was adopted was posted at a place convenient and readily accessible at all times to the general public for the time required by law preceding this meeting, as required by chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board of Trustees further ratifies, approves and confirms such written notice and posting thereof
- Vice President Jason Olson made the first motion to approve this item as submitted. Trustee David Montemayor seconded the motion. The motion passed (7-0).

Board Member	Made Motion	2nd Motion	Ayes	Nays	Abstain
Mary Watkins			x		
Jason Olson	x		x		
Ken Beber			x		
DeLeon English			x		
David Montemayor		x	x		
Jeff Burton			x		
Eric Wilson			x		

9. Consent Agenda

- A. Discuss and consider approval of Public Hearing Meeting Minutes - 6/22/2026
- B. Discuss and consider approval of Regular Meeting Minutes - 6/22/2026
- C. Discuss and consider approval of Financial Reports - May 2026
- D. Discuss and consider approval of Little Elm ISD Expenditures over \$100,000 Summary Report

Secretary Ken Beber made the first motion to pull this item from Consent Agenda. Vice

President Jason Olson seconded the motion. The motion passed (7-0). This item was pulled to update by adding another expenditure to the report. The updated document will be attached to the minutes.

Board Member	Made Motion	2nd Motion	Ayes	Nays	Abstain
Mary Watkins			x		
Jason Olson		x	x		
Ken Beber	x		x		
DeLeon English			x		
David Montemayor			x		
Jeff Burton			x		
Eric Wilson			x		

Vice President Jason Olson made the first motion to approve the updated document as presented. Secretary Ken Beber seconded the motion. The motion passed (7-0).

Board Member	Made Motion	2nd Motion	Ayes	Nays	Abstain
Mary Watkins			x		
Jason Olson	x		x		
Ken Beber		x	x		
DeLeon English			x		
David Montemayor			x		
Jeff Burton			x		
Eric Wilson			x		

E. Discuss and consider approval of Transportation for Students in Hazardous Traffic Areas

Vice President Jason Olson made the first motion to approve the Consent Agenda with the exception of item D. Trustee David Montemayor seconded the motion. The motion passed (7-0).

Board Member	Made Motion	2nd Motion	Ayes	Nays	Abstain
Mary Watkins			x		
Jason Olson	x		x		
Ken Beber			x		
DeLeon English			x		
David Montemayor		x	x		
Jeff Burton			x		
Eric Wilson			x		

The Board went back into closed session at 7:31 pm.

The Board reconvened at 8:42 pm.

10. Board President Comments

Ms. Mary Watkins wished Mr. Jeff Burton a Happy Birthday.

11. Board Comments

Mr. Jeff Burton reminded those present of the Back to School Bash.

12. Superintendent Comments

Mr. Michael Lamb thanked the Board for their hard work.

13. Adjournment

Trustee Eric Wilson made the first motion to adjourn the meeting. Vice President Jason Olson seconded the motion. The motion passed (7-0).

The meeting adjourned at 8:43 pm.

Board Agenda Item

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

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
08-17-2026	☐	☐	☒	☐	☐
Subject:	TEXAS A&M AGRILIFE EXTENSION ADJUNCT FACULTY RESOLUTION				
Presenter or Contact Person:	Dr. Penny Tramel, Assistant Superintendent for Curriculum and Learning				
Policy/Code:	19 TAC 129.21, TAC 76.1, EEL (LEGAL)				
Strategic Plan Goal:	We will engage each student in learning experiences that lead to increased college, career, and military opportunities for post-secondary readiness.				
Summary:	Resolution for 4H in LEISD to be overseen by Texas A&M AgriLife Extension. This resolution allows the school district to recognize county extension agents as adjunct faculty and to count students participating in said adjunct faculty in 4H education activities “in attendance” for foundational school program purposes.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Texas A&M AgriLife Extension Adjunct Faculty Memorandum and Resolution				

Recommendation: | **The Administration recommends approval of the Texas A&M AgriLife Extension Faculty Resolution as submitted.**

Motion: | **I move the Board approve the Texas A&M AgriLife Extension Faculty Resolution as submitted.**

EXTRACURRICULAR STATUS REQUEST

Request for Extracurricular Status for 4-H



DENTON COUNTY EXTENSION SERVICE

July 22, 2026

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

Dear Michael Lamb:

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

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

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

Sincerely,

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

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

Attachment: Resolution for Extracurricular Status of 4-H Organization

Denton County Extension Office
611 Kimberly Drive, Denton, TX 76208
<http://texas4-h.tamu.edu> | Tel. 940.349.2884

EXTRACURRICULAR STATUS REQUEST

Resolution requesting Extracurricular Status for 4-H

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

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

Little Elm ISD

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

Denton County

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

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

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

Approved this ____ day of _____, 20 ____.

Board of Trustee

Superintendent

ADJUNCT FACULTY REQUEST

Cover Letter requesting Adjunct Faculty Status



DENTON COUNTY EXTENSION SERVICE

July 22, 2026

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

Dear Michael Lamb:

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

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

- (1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:
 - (A) has a minimum of a bachelor's degree; and
 - (B) is eligible for participation in the Teacher Retirement System of Texas.

Denton County requests the Extension personnel listed on the enclosed Adjunct Faculty Agreement be awarded adjunct faculty staff member status for the period of time indicated on the agreement. Extension personnel, as ISD adjunct faculty members, will only supervise and be responsible for Texas 4-H members of the district.

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

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

Sincerely,

Steven Baringer
County Extensions Agent for
4-H and Youth Development

Attachment: Resolution for Extracurricular Status of 4-H Organization

Denton County Extension Office
611 Kimberly Drive, Denton, TX 76208
<http://texas4-h.tamu.edu> | Tel.940.349.2884

ADJUNCT FACULTY REQUEST

Adjunct Faculty Agreement

THE STATE OF TEXAS
COUNTY OF: Denton

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

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

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

NAME	TITLE	DEGREE	INSTITUTION	DATE
Steven Baringer	CEA 4-H & Youth Development	M.S. Agricultural Education	Oklahoma State University	2021
Chandani Kothari	CEA Family & Community Health	Masters of Public Health	Northern Illinois University	2021
Erin Smith	CEA Horticulture	M.S. Agriculture	Stephen F. Austin State University	1995
Zach Davis	CEA Agriculture & Natural Resources	M.S. Agriculture Science	Texas A&M University – Kingsville	2015

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

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

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

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

Signed this ____ day of _____, 2026.

Little Elm Independent School District

By: _____

ACADEMIC ELIGIBILITY PROCESS

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

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

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

BEGINNING OF THE SCHOOL YEAR	
August/September	County Extension Agents should meet with school officials to determine the steps the agent needs to take to assist 4-H members in obtaining excused absences to participate in 4-H events and to determine eligibility of 4-H members for competitive events.
30 DAYS PRIOR TO ANY 4-H EVENT/ACTIVITY NEEDING ACADEMIC ELIGIBILITY CHECKED	
Declaring academic eligibility for small number of 4-H members	1. Ensure that all members needing an excused absence are ACTIVE 4-H members. 2. Complete the County Agent section of the Declaration of Eligibility Form. Provide the form to either the 4-H member and request they submit to the school for completion or have the 4-H parent/guardian complete the first section, return to the County Extension Office and then submit as a group to the respective school campuses. 4-H member then returns completed form back to the County Extension Office within the timeframe given by the office.
Declaring academic eligibility for large number of 4-H members	Extension agents should prepare a document on official letterhead which includes the items listed below and submit to each school/campus requesting eligibility status for each 4-H member. a) Name of 4-H member(s) involved b) School they attend c) Current grade level in school d) Dates of proposed absence(s) e) Name of event f) Educational value g) Chaperone List is returned back to County Extension Office by school/campus.
RESPONSE FROM SCHOOL ON DECLARATION OF ACADEMIC ELIGIBILITY	
Eligible	The school should respond to CEA if there are any students who are academically eligible. County Extension Office should follow up with the school/campus if no response is received.
Ineligible	If a 4-H member is academically ineligible for a 4-H competitive event, the agent must notify the 4-H member, their parents and the sponsoring agency, in writing – letter/email (a phone call can also be made but should be followed up with a written notification).

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

DECLARATION OF ELIGIBILITY FORM INSTRUCTIONS

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

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

Parent/Guardian Section:

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

County Extension Agent Section:

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

School Principal/Designee Section:

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

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



Texas 4-H Youth Development Program DECLARATION OF ELIGIBILITY FORM

This form is requested in accordance with the requirement of the Texas Education Code and in cooperation with the Texas Education Agency and local school board policies.
Instructions: Complete one form per activity. The original form should be returned to the County Extension Office.

PARENT/GUARDIAN SECTION

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

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

Date of Activity: _____ Name of Activity: _____

Signature of Parent/Guardian: _____

COUNTY EXTENSION AGENT SECTION

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

Date: _____

Signature: _____

SCHOOL PRINCIPAL OR DESIGNEE SECTION

ACADEMIC ELIGIBILITY (CHECK ONE)

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

EXCUSED ABSENCE (CHECK ONE)

- ☐ An excused absence will be granted
- ☐ An excused absence will NOT be granted.
- ☐ Does not apply

EDUCATIONAL STATUS (CHECK ONE)

- ☐ Face-to-Face (on campus)
- ☐ Virtual Option
- ☐ Homeschooled

Date used to determine eligibility: _____

Date: _____

Signature of Principal or Designee: _____

Name of School: _____

Board Agenda Item

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

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
08-17-2026	☐	☐	☒	☐	☐
Subject:	SB13 ACQUISITION OF LIBRARY BOOKS				
Presenter or Contact Person:	Dr. Penny Tramel, Assistant Superintendent for Curriculum and Learning				
Policy/Code:	EFB (LEGAL) addressing SB13 requirements to be adopted by the Board)				
Strategic Plan Goal:	We will communicate with the LEISD community to build trust, support, and involvement. LEISD will engage 100% of students in learning experiences that lead to college, career, and/or military opportunities to ensure all of our students are post-secondary ready upon graduation.				
Summary:	As a result of SB13 from the 89th Legislative Session, we are required to have a process for library acquisition in place and post potential books for acquisition on the website for 30 days prior to the Board approving the purchase of the books. The Board may deny any book on the list for purchase based on community values and the developmental appropriateness of the material.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Elementary Acquisition List There is no Middle School Acquisition List for August. High School Acquisition List				

Recommendation:	The Administration recommends the Board approve the proposed library book acquisitions to align with legislation.
Motion:	I move the Board approve the proposed library book acquisitions to align with legislation.

Book Title	Author	 Date Entered
Millie Fleur's Pumpkin Problem	Christy Mandin	7/16/2026
Millie Fleur's Worst Day Ever	Christy Mandin	7/16/2026
Toast of the Town	John Jory	7/16/2026
Diary of a Wimpy Kid: Fight or Flight	Jeff Kinney	7/16/2026
The Night of Lions: I Survived book #26	Lauren Tarshis	7/16/2026
Off the Wall: Making Stuff Together	Juana Martinez-Neal	7/16/2026
Snake and Bat: What Will We Find in this Box?	Mo Willems	7/16/2026
I Am Murphy and I Am Waiting	Dan Yaccarrino	7/16/2026
Dragon Girls: Maya the Ember Dragon	Maddy Mara	7/16/2026
Selena the Sunflower Dragon	Maddy Mara	7/16/2026
Layla the Water Lily Dragon	Maddy Mara	7/16/2026
Jasmine the Shimmer Dragon	Maddy Mara	7/16/2026
Rani the Enchanted Dragon	Maddy Mara	7/16/2026
Kai the Spell Dragon	Maddy Mara	7/16/2026
Willi, el dragon plateado de purpurina	Maddy Mara	7/16/2026
Futbol is life!	Cristo Fernandez	7/16/2026

Book Title	Author	 Date Entered
Serafina Makes Waves		6/18/2026
Sherlock Roach		6/18/2026
Dog Meets Dog: On the Loose		6/18/2026
The Super Roomies: Lakes of		6/18/2026
The Case of Old MacDonald H	Mark Teague	6/18/2026
Billie Builds a RoboCorn	Jose Avelino Gilles Lourend	6/18/2026
A Quick Trip to the Store	Sam Wedelich	6/18/2026
Broccoli is Trying to Kill Me	Katie Evans	6/18/2026
Mystery in Rocky Mountain Na	Aaron Johnson	6/18/2026
The Weirdies	Michael Buckley	6/18/2026
Rise of the Green Flame	Bernard Mensah	6/18/2026
The Mighty Onion	Mark Crilley	6/18/2026
Overboard! Survivor Diaries	Terry Lynn Johnson	6/18/2026
The Underdogs	Tracey West	6/18/2026
Tales of Bunjitsu Bunny	John Himmelman	6/18/2026
Two-Headed Chicken	Tom Angleberger	6/18/2026
Fireworks	Matthew Burgess	6/18/2026
Everyday Bean	Stephanie Graegin	6/18/2026
Island Storm	Brian Floca	6/18/2026
Evelyn Witch Gets a Pet	Beth Ferry	6/18/2026
This Book is Dangerous	Ben Clanton	6/18/2026

Book Title	Author	 Date Entered
How to Be Brave Like Snail	Naseem Hrab	6/18/2026
Echo	Adam Rex	6/18/2026
What Fish Are Saying	Kirsten Pendreigh	6/18/2026
The Brilliant World of Tom Gates	Tom Gates	6/18/2026
Sam Wu Is Not Afraid Of Ghosts	Katie Tsang	6/18/2026
Middle School Bites	Steven Banks	6/18/2026
My Life As a Potato	Arianne Costner	6/18/2026
Rocks	Julie Murray	6/18/2026
Soils	Julie Murray	6/18/2026
Minerals	Julie Murray	6/18/2026
Ores	Julie Murray	6/18/2026
Fossils	Julie Murray	6/18/2026
Gems	Julie Murray	6/18/2026
Leaves	Brenna Maloney	6/18/2026
Apples	Sonia W. Black	6/18/2026
Pumpkins	Brenna Maloney	6/18/2026
Holidays	Sonia W. Black	6/18/2026
Animal Homes Burrows	Claire Caprioli	6/18/2026
Animal Homes Reefs	Jay Leslie	6/18/2026
Animal Homes Dens	Claire Caprioli	6/18/2026
Animal Homes Nests	Jay Leslie	6/18/2026

Book Title	Author	 Date Entered
The Minecraft encyclopedia	Riley Madsen	6/18/2026
The Mario Encyclopedia	Arnold Ringstad	6/18/2026
The Fortnite Encyclopedia	Miles Herman	6/18/2026
Axolotls! Thinks a lotl says cheese	CW Estes	6/18/2026
Axolotls! Hugs a Lotl Can't show the love	CW Estes	6/18/2026
Axolotls! Cheers A lotl blows up	CW Estes	6/18/2026
Axolotls! Snacks A lotl gets the hungries	CW Estes	6/18/2026
Charlotte FC	Jessica Coupe	6/18/2026
NASHVILLE SC	Katie Gillespie	6/18/2026
CF Montreal	Katie Gillespie	6/18/2026
DC United	Sierra Wilson	6/18/2026
FC Cincinnati	Sierra Wilson	6/18/2026
Houston Dynamo FC	Katie Gillespie	6/18/2026
Minnesota United FC	Katie Gillespie	6/18/2026
Construct 10 Radical Roller Coasters with STEM	Chelsey Luciow	6/18/2026
Build 10 Bold Bridges with STEM	Chelsey Luciow	6/18/2026
Create 10 Sensational Circuits with STEM	Chelsey Luciow	6/18/2026
Make 10 Marvelous Machines with STEM	Chelsey Luciow	6/18/2026
If you were a kid at the Declaration of Independence	Sonia Black	6/18/2026

Book Title	Author	 Date Entered
If you were a kid at Ellis Island	Joana Knufinke	6/18/2026
If you were a kid at the March on Washington	Josh Gregory	6/18/2026
If you were a kid at the signing of the constitution	Janel Rodriguez	6/18/2026
Animals Unexpected Swimmers	Claire Caprioli	6/18/2026
Animals Unexpected Flyers	Jay Leslie	6/18/2026
Animals Unexpected Talkers	Jay Leslie	6/18/2026
Animals Unexpected Players	Claire Caprioli	6/18/2026
The Spiffy Screw	Julie Murray	6/18/2026
The Wacky Wedge	Julie Murray	6/18/2026
Claude: The True Story of a W	Emma Bland Smith	6/18/2026
My Cat is Such a Weirdo Vol. 1	Tamako Tamagoyama	6/18/2026
My Cat is Such a Weirdo Vol 2	Tamako Tamagoyama	6/18/2026
My Cat is Such a Weirdo Vol 3	Tamako Tamagoyama	6/18/2026
My Cat is Such a Weirdo Vol 4	Tamako Tamagoyama	6/18/2026
Spy Cat (Pete the Cat Book 2)	Peg Kehret	6/18/2026
Terror at the Zoo	Peg Kehret	6/18/2026
Horror at the Haunted House	Peg Kehret	6/18/2026
Danger at the Fair	Peg Kehret	6/18/2026
The Stranger Next Door (Book	Peg Kehret	6/18/2026
Hello, I'm an Axolotl!	Hayley Rocco	6/18/2026

Book Title	Author	 Date Entered
Hello, I'm a Loris	Hayley Rocco	6/18/2026
Hello I'm a Quokka	Hayley Rocco	6/18/2026
Hello, I'm a Toucan	Hayley Rocco	6/18/2026
Animezclados	Constaze v. Kitzing	6/18/2026
Por qué llora el oso	Malamud, Maria Luz	6/18/2026
Carnavalito del cienpies	Carmen Lavanchy	6/18/2026
Los osos no comparten	Lorna Scobie	6/18/2026
Los pollitos dicen	Teodora	6/18/2026
Canción de pescadoras	Gabriela Mistral	6/18/2026
Yo tenía 10 perritos	Paloma Valdivia	6/18/2026
Sobreruedas	Yael Frankel	6/18/2026
Todos a dormir	Yael Frankel	6/18/2026
Sueños en el jardín	Paulina Casas	6/18/2026
En la tela de una araña	Pilar Muñoz Lascano	6/18/2026
Arre arre caballito	Pilar Muñoz Lascano	6/18/2026
Rita y el dragón	Yael Frankel	6/18/2026
Menudos bichos	Estrella Ortiz	6/18/2026
Mary Poppins	Paulina Jara	6/18/2026
Don Gato	Gabriela Burin	6/18/2026
Pinocho	Estrella Ortiz	6/18/2026
El Mago de Oz	Paulina Jara	6/18/2026

Book Title	Author	 Date Entered
Peter Pan	Paulina Jara	6/18/2026
El canto de los zumbidos	Paulina Jara & Pupé	6/18/2026
¡Que llueva!	Ana María Pavez	6/18/2026
¿Lobo estás?	Bernardita Ojeda	6/18/2026
A dormir conejitos	Eugenia Roman	6/18/2026
Aire animal	Teodora	6/18/2026
¿Juguemos a saludarnos?	Luz Santa Maria	6/18/2026
¿Quién se esconde?	Cecilia Pisos & Maria Lavez	6/18/2026
Inseparables	Paula Villarreal Gil, Sandra C	6/18/2026
Nadando al cielo, volando al mar	Paula Villarreal Gil & Catalin	6/18/2026
Tan cerca	Eugenia Román , Luciana F	6/18/2026
Amigos de balcón	Patricia Fernández Biebera	6/18/2026
Con las letras	Yael Frankel	6/18/2026
El gigante egoista (amanuta)	Oscar Wilde	6/18/2026
La orquesta del cielo	Pilar Muñoz Lascano, Matia	6/18/2026
Mar Animal	Teodora	6/18/2026
Monstruos al revés	Agnese Baruzzi	6/18/2026
Pilla pandillas	Estrella Ortiz	6/18/2026
Ojos y miradas	Sixta Hernandez	6/18/2026
Un tesoro	Luciana Feito	6/18/2026

Book Title	Author
The Way of Kings	Brandon Sanderson
Words of Radiance	Brandon Sanderson
Oatbringer	Brandon Sanderson
Rythym Of War	Brandon Sanderson
Mistborn	Brandon Sanderson
The well of Ascension	Brandon Sanderson
The Hero of Ages	Brandon Sanderson
The Alloy of Law	Brandon Sanderson
Shadows of Self	Brandon Sanderson
The Bands of Mourning	Brandon Sanderson
The curious case of Benjamen Button :The Graphic Novel	S. Fitzgerald
Rocket Arm	Tim Green
Why I Let My Hair grow out	WOOD, MARYROSE
They call Her Regret	DESAMOURS, CHANNELLE
change of plans	Sarah Desssen
Rebel Fire	Lin, Ann Sei
The Other Side of Change	Maya Shankar
Yesteryear	Caro Claire Burke
Theo of Golden	Allen Levi
Future Forward	McPherson, Stephanie Sam
refugee: the Graphic Novel	Gratz
Project Hail Mary	Andy Weir
Freshman Year	Sarah Mai
Suzuki-Kun's Mindful Life	Fujimoto, Yuki
Glitch 1	Shima, Shin'ya
Glitch 2	Shima, Shin'ya
Tiny	Ben Newell
SAT MATH 2019	Rexa Nazari

Poker Wars	Phillip Guitar
Chess Openings for Beginners	Jessica Martin
How a King Plays	Oliver Boydell
I survived The CA Wildfires _-Graphic Novel	Georgia Ball
The Beginner's Guide to Photography	Chris Gatnum
World War II For Teens	Benjamin Mack Jackson
Money Skills For Teens	Fern Bow
The ultimate teen life skills teen kit	Derek Freeman
The Driving Book For Teens	Maureen Stiles
The ultimate Driving Book	Emma burne
Reading Isn't Optional	Jeanne Schopf
The Motley fool Investment Guide for Teens	David Gardner
Soccer Smarts for Teens	Andrew Latham
Then She Was Gone	Lisa Jewell
ITF+CompTIA IT	Mike Meyers
COMPTIA Fundamentals	Quentin Docter
The Whisper Man	Alex North
Soundtrack	Jason reynolds
CompTIA security+ SY0-401	Mike Meyers
West With Giraffes	Linda rutledge
You Killed Me First	John Mars
We Are All Guilty Here	Karin Slaughter
The Secrets We Hide	Karin Slaughter
The Last Contract of Isako	Fonda Lee
Faling Like Leaves	Misty Wilson
Falling Like Snow	Misty Wilson
The Lure of Wolves and Whispers	Connelly
Trust Fall	Lynn Painter
Catching Feelings	Emily Charlotte

[illegible]

Book Title	Author	Date Entered
Sisters in the Wind	Angeline Boulley	5/13/2026
The Kill Factor	Ben Oliver	5/13/2026
Death in the Jungle	Candace Fleming	5/13/2026
Skipshock	Caroline O'Donoghue	5/13/2026
Sherlock Homes. A Study in Scarlet Vol. 1	Crystal Chan	5/13/2026
Big Jim and the White Boy: an America Classic Reimagined	David Walker	5/13/2026
All the Noise at Once	DeAndra Davis	5/13/2026
Every Borrowed Beat	Erin Stewart	5/13/2026
This Thing of Ours	Frederick Joseph	5/13/2026
I Shall Never Fall in Love	Hari Conner	5/13/2026
Spacewalking with You Vol. 1	Inuhiko Doronoda	5/13/2026
Every Time You Hear That Song	Jenna Voris	5/13/2026
Better Than Revenge	Kasie West	5/13/2026
The Glass Girl	Kathleen Glasgow	5/13/2026
Everything I Promised You	Katy Upperman	5/13/2026
Rules for Camouflage	Kirstin Cronn-Mills	5/13/2026
Kirby's Lessons for Falling (in Love)	Laura Gao	5/13/2026
Heir of Storms	Lauren Hamilton Murray	5/13/2026
Under the Same Stars	Libba Bray	5/13/2026
Fake Skating	Lynn Painter	5/13/2026
A Curious Kind of Magic	Mara Rutherford	5/13/2026
Song of a Blackbird	Maria Van Lieshout	5/13/2026

Darkly: a Novel	Marisha Pessl	5/13/2026
We Could be Magic	Marissa Meyer	5/13/2026
Family Force V. Book One	Matthew Braly	5/13/2026
Girls Like Her	Melanie Sumrow	5/13/2026
Death in the Cards	Mia Manansala	5/13/2026
Almark Vol. 1	Noboru Yamada	5/13/2026
Silenced Voices: Reclaiming Memories from the Guatemalan Gen	Pablo Leon	5/13/2026
Dan in Green Gables: a Modern Reimagining of Anne of Green Ga	Rey Terciero	5/13/2026
Bingsu for Two	Sujin Witherspoon	5/13/2026
The Executioners Three	Susan Dennard	5/13/2026
Cope Field	T.L. Simpson	5/13/2026
Bless No. 1	Yukino Sonoyama	5/13/2026

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Column 1	Column 2
Link to 2025 Book List	

Board Agenda Item

Little Elm Independent School District

300 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 8-17-2026	Reports of the Superintendent ☐	Action Item ☐	Consent Agenda ☒	Reports, Routine Monthly ☐	Other ☐
Subject:	Board Policy Updates - TASB Update 127				
Presenter or Contact Person:	Renee Pentecost, Director for Human Resource Services				
Policy/Code:	Numerous – see attached list.				
Strategic Plan Goal:	N/A				
Summary:	TASB's Update 127 includes recommended (LOCAL) policy revisions to address numerous changes due to legislation passed by the 89th Regular Legislative Session. In addition to these changes, Update 127 includes (LEGAL) policies which were affected by legislative changes and amendments to state rules that are now in effect. For information regarding (LEGAL) changes, review the explanatory notes. (attachment)				
Financial Implications:	N/A				
Attachments:	Local Policy Overview for Update 127. (LOCAL) Policy Comparisons				

Recommendation:	The Administration recommends approval of Update 127 and all localized policies associated with it as submitted.
Motion:	I move the Board add, revise, or delete (LOCAL) policies as offered by TASB Policy Service for consideration and according to Update 127 as submitted.

(LOCAL) Policies Packet

For your convenience, this file contains *only* the local policies from your school district's TASB update packet.

What is in this packet?

- Instruction sheet for recommended (LOCAL) policies
- Explanatory Notes for recommended (LOCAL) policies
- Clean copies of recommended (LOCAL) policies
- Annotated (redlined) copies of recommended (LOCAL) policy changes

This is not the full update packet.

To retrieve your district's full update packet, log in to Policy Online® and visit My Policy Manual > Local Manual Updates > Numbered Updates.

What is in the full update packet?

The full update packet contains:

- A summary of the overall policy update
- (LEGAL) policies and (EXHIBIT) documents that describe the statutory framework in which your local policies must operate
- Instructions and Explanatory Notes for every policy change, not just the (LOCAL) policies
- Guidance on how to:
 - Present recommended policy changes to the board
 - Keep minutes
 - Notify TASB of board action
 - Maintain your historical record
 - Update your administrative regulations

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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

Instruction Sheet

TASB Localized Policy Manual Update 127

Little Elm ISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
BJCF	(LOCAL)	Replace policy	Revised policy
CAA	(LOCAL)	Replace policy	Revised policy
CFB	(LOCAL)	No policy enclosed	See explanatory note
DC	(LOCAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DP	(LOCAL)	DELETE policy	See explanatory note
DPA	(LOCAL)	ADD policy	See explanatory note
DPB	(LOCAL)	ADD policy	See explanatory note
EHBB	(LOCAL)	Replace policy	Revised policy
FFF	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 127

Little Elm ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

All changes to the legal framework provided in this update are currently effective unless otherwise indicated in the explanatory note for that code.

BJCF(LOCAL)

SUPERINTENDENT: NONRENEWAL

Recommended revisions to this local policy on nonrenewal of a superintendent align with language at DFBB(LOCAL) relating to accommodations of disability and the addition of two nonrenewal reasons included in Update 126 that were related to Senate Bill 12 from the 89th Legislature.

CAA(LOCAL)

FISCAL MANAGEMENT GOALS AND OBJECTIVES: FINANCIAL ETHICS

A cross-reference in the Note has been updated to reflect changes to the DH series of policies, which are described in more detail below.

CFB(LOCAL)

ACCOUNTING: INVENTORIES

As of July 1, 2025, [TEA](#) increased the capitalization threshold to \$10,000 to align with changes to the federal definition of equipment. The [Financial Accountability System Resource Guide](#) (FASRG) is in the process of being updated to reflect this change to rule 1.2.4.3 Capitalization of Assets.

Our records indicate that the district's capitalization threshold in CFB(LOCAL) is less than \$10,000. Districts may continue to use the lower threshold; however, if, after consultation with your auditor and other advisors, your district wishes to increase the threshold, please contact your policy consultant for assistance with updates.

DC(LOCAL)

EMPLOYMENT PRACTICES

The cross-reference at Employment Assistance Prohibited has been updated to reflect changes to the DH series of policies. Standard policy language at BJA(LOCAL) notes that the superintendent may delegate responsibilities to other employees of the district but shall remain accountable to the board for the performance of all duties, delegated or otherwise. For this reason, TASB recommends removing "or designee" from the Posting Vacancies section.

DH(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT

The two cross-references to DH(EXHIBIT) have been revised to reflect changes to the DH series of policies, which are described in more detail below.

DP(LOCAL)

PERSONNEL POSITIONS

To accommodate the restructuring of the DP series due to the requirements specific to principals, this local policy is recommended for deletion. Materials regarding principal qualifications have been moved to a new code at DPA(LOCAL), and the language relating to school counselors has been moved to DPB(LOCAL).

DPA(LOCAL)

PERSONNEL POSITIONS: PRINCIPALS

This new code specifically related to principals now houses principal qualification language that was previously at DP(LOCAL). Minor revisions have been made to the text at Qualifications to align with the model job description provided by TASB HR Services. Any posting for a principal position would, at minimum, include the items provided in this list. Other qualifications may be included as provided by the last item in the list.

Explanatory Notes

TASB Localized Policy Manual Update 127

Little Elm ISD

DPB(LOCAL)

PERSONNEL POSITIONS: OTHER PERSONNEL POSITIONS

This new policy now houses text relating to school counselors that was previously at DP(LOCAL).

EHBB(LOCAL)

SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

Recommended changes at Identification Criteria are the result of amendments to 19 Administrative Code 89.1.

FFF(LOCAL)

STUDENT WELFARE: STUDENT SAFETY

The definition of misconduct has been amended to include provisions from Senate Bill 571 from the 89th Legislative Session. The misconduct definition has also been reformatted to improve readability.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of Constitutional rights or based unlawfully on race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for the nonrenewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress toward the goals stated in the District improvement plan. [See BQ]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
9. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
10. Failure to meet the District's standards of professional conduct.
11. Failure to report to the Board any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
12. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
13. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

14. Disability, not otherwise protected by law, that prevents the Superintendent from performing the essential functions of the job, with or without reasonable accommodation.
15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or the community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Any breach by the Superintendent of an employment contract or any reason specified in the Superintendent's employment contract.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Behavior that presents a danger of physical harm to a student or other individuals.
19. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
20. Use of profanity in the course of performing any duties of employment, whether on or off District premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
21. Falsification of records or other documents related to the District's activities.
22. Falsification or omission of required information on an employment application.
23. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
24. Failure to fulfill or maintain requirements for Superintendent certification, unless granted a waiver by the commissioner of education.
25. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
26. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
27. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

28. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.
29. Any reason constituting good cause for terminating the contract during its term.

**Notice of Proposed
Nonrenewal**

If the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent written notice of the proposed nonrenewal in accordance with law.

Request for Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board in writing not later than the 15th day after receiving the notice. When the Board receives a timely request for a hearing on proposed nonrenewal, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The Superintendent shall be given notice of the hearing date as soon as it is set.

Hearing Procedure

Unless the Superintendent requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the Superintendent, their chosen representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the Board's presentation, supported by such proof as it desires to offer.
3. The Superintendent may cross-examine any witnesses for the Board.
4. The Superintendent may then present such testimonial or documentary proofs, as desired, to offer in rebuttal or in general support of the contention that the contract be renewed.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

5. The Board may cross-examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the Superintendent's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the Superintendent by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

No Hearing

If the Superintendent fails to request a hearing, the Board shall take the appropriate action and notify the Superintendent in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members — BBF
 - for employees — DHA
- Financial conflicts of interest:
 - for public officials — BBFA
 - for all employees — DBD
 - for vendors — CHE
- Compliance with state and federal grant and award requirements: CB, CBB
- Financial conflicts and gifts and gratuities regarding federal funds: CB, CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DBAA, DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. 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. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls
and Oversight**

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The Superintendent shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Reports

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

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

	law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.
<i>Protection from Retaliation</i>	Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]
Fraud Investigations	In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.
Response	If an investigation substantiates a report of fraud or financial impropriety, the Superintendent shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration. If an employee is found to have committed fraud or financial impropriety, the Superintendent shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor. When circumstances warrant, the Board, Superintendent, or a designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds. The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.
Federal Awards Disclosure	In connection with federal awards, the District shall promptly disclose in writing whenever the District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. This provision applies to any activities or subawards of a federal award. [See CBB]
Analysis of Fraud	After any investigation substantiates a report of fraud or financial impropriety, the Superintendent shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

EMPLOYMENT PRACTICES

DC
(LOCAL)

Personnel Duties	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
Posting Vacancies	The Superintendent shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
Applications	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	The Superintendent has sole authority to make recommendations to the Board regarding the selection of all positions above and including campus principal. The Board delegates to the Superintendent final authority to employ all contractual personnel below the level of campus principal. The Board retains final authority for employment of all positions above and including campus principal. [See DCA, DCB, DCC, and DCE as appropriate.]
Employment of Noncontractual Personnel	Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL). The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
Employment Assistance Prohibited	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DHA(LEGAL) for the Educators' Code of Ethics.]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DHA(LEGAL)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Violations of
Standards of
Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic
Communication**

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see DHA(LEGAL)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or 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.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Prohibited Classroom Instruction or Activities	An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB].
Prohibited Diversity, Equity, and Inclusion Duties	An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly: • Engages in diversity, equity, and inclusion (DEI) duties. • Assigns to another individual DEI duties. [See BT(LEGAL)]
Social Transitioning	An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.
Safety Requirements	Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
Harassment or Abuse	An employee shall not engage in prohibited harassment, including sexual harassment, of: 1. Other employees. [See DIA] 2. Students. [See FFH; see FFG regarding child abuse and neglect.] While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents. An employee shall report child abuse or neglect as required by law. [See FFG]
Relationships with Students	An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. As required by law, the District shall notify the parent of a student with whom a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct. [See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Tobacco and Nicotine Products and E-Cigarettes

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

Alcohol and Drugs / Notice of Drug-Free Workplace

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

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

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

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,
Convictions, and
Other Adjudications**

An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - 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;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

PERSONNEL POSITIONS
PRINCIPALS

DPA
(LOCAL)

Qualifications

In addition to the minimal education and certification requirements established in the job description, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to implement policy and procedures;
5. The ability to interpret data;
6. Strong communications, public relations, and interpersonal skills;
7. Prior experience in instructional leadership roles; and
8. Other qualifications deemed necessary by the Board and included in the job description.

PERSONNEL POSITIONS
OTHER PERSONNEL POSITIONS

DPB
(LOCAL)

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

Referral	Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.
Screening and Identification Process	The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year. The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the identification procedures and services for the program prior to beginning the screening and identification process.
Parental Consent	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
Selection	
Identification Criteria	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
<i>Assessments</i>	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
<i>Matrix or Threshold System</i>	If the selection process relies on a matrix or threshold system, the use of a scoring value based on race, ethnicity, sex, socioeconomic status, or disability shall be prohibited.
Placement Committee	A placement committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs and identification of gifted students, as required by law.
Notification	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

Reassessment

If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

Transfer Students

Interdistrict

When a student identified as gifted by a previous school district enrolls in the District, the placement committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Intradistrict

A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District's gifted and talented program.

Furloughs

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

Exit Provisions

The District shall monitor student performance in response to gifted and talented program services. If at any time the placement committee or a parent determines the program is not meeting the student's educational needs, the committee shall meet with the parent and student before finalizing an exit decision.

Appeals

A parent, student, or educator may appeal any final decision of the placement committee regarding services in the gifted and talented program. Appeals shall be made first to the placement committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

Program Evaluation

The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, school counselors, students in the gifted and talented program, and the community.

Funding

The Superintendent shall develop administrative procedures to ensure that 100 percent of the state funds allocated for the gifted and talented program are spent providing for and enhancing the District's program and that a method accounting for expenditures related to the gifted and talented program is established and aligns with the Texas Education Agency's financial compliance guidance.

**Community
Awareness**

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

Note: See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

The District shall notify a parent of a student with whom a District employee or a person acting as a service provider for the District is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an individual's:

1. Alleged abuse or commission of an otherwise unlawful act with a student;
2. Involvement in or soliciting a romantic relationship, or soliciting or engaging in sexual contact, with a student;
3. Engaging in inappropriate communications with a student; or
4. Failing to maintain appropriate boundaries with a student.

**Notice of Suspected
Criminal Offense**

Except as provided by state law regarding child abuse investigations, the District shall notify a parent not later than one business day after the date an employee first suspects that a criminal offense has been committed against the parent's child.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: new text.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes — as in an extensive rewrite — may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact us:

School Districts and Education Service Centers, call 800-580-7529 or email policy.service@tasb.org.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of Constitutional rights or based unlawfully on race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for the nonrenewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress toward the goals stated in the District improvement plan. [See BQ]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
9. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
10. Failure to meet the District's standards of professional conduct.
11. Failure to report to the Board any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
12. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
13. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.

14. Disability, not otherwise protected by law, that prevents the Superintendent from performing the essential functions of the job, [with or without reasonable accommodation](#).
15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or the community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Any breach by the Superintendent of an employment contract or any reason specified in the Superintendent's employment contract.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Behavior that presents a danger of physical harm to a student or other individuals.
19. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
20. Use of profanity in the course of performing any duties of employment, whether on or off District premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
21. Falsification of records or other documents related to the District's activities.
22. Falsification or omission of required information on an employment application.
23. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
24. Failure to fulfill or maintain requirements for Superintendent certification, unless granted a waiver by the commissioner of education.
25. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
26. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
27. [Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. \[See EMB\]](#)

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

28. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.

~~27-29.~~ Any reason constituting good cause for terminating the contract during its term.

**Notice of Proposed
Nonrenewal**

If the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent written notice of the proposed nonrenewal in accordance with law.

Request for Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board in writing not later than the 15th day after receiving the notice. When the Board receives a timely request for a hearing on proposed nonrenewal, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The Superintendent shall be given notice of the hearing date as soon as it is set.

Hearing Procedure

Unless the Superintendent requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the Superintendent, their chosen representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the Board's presentation, supported by such proof as it desires to offer.
3. The Superintendent may cross-examine any witnesses for the Board.
4. The Superintendent may then present such testimonial or documentary proofs, as desired, to offer in rebuttal or in general support of the contention that the contract be renewed.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

5. The Board may cross-examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent's witnesses.

6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the Superintendent's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the Superintendent by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

No Hearing

If the Superintendent fails to request a hearing, the Board shall take the appropriate action and notify the Superintendent in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members — BBF
 - for employees — ~~DH~~DHA
- Financial conflicts of interest:
 - for public officials — BBFA
 - for all employees — DBD
 - for vendors — CHE
- Compliance with state and federal grant and award requirements: CB, CBB
- Financial conflicts and gifts and gratuities regarding federal funds: CB, CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DBAA, DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

**Fraud and Financial
Impropriety**

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. 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. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls
and Oversight**

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The Superintendent shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Reports

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

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

	law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.
<i>Protection from Retaliation</i>	Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]
Fraud Investigations	In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.
Response	If an investigation substantiates a report of fraud or financial impropriety, the Superintendent shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration. If an employee is found to have committed fraud or financial impropriety, the Superintendent shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor. When circumstances warrant, the Board, Superintendent, or a designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds. The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.
Federal Awards Disclosure	In connection with federal awards, the District shall promptly disclose in writing whenever the District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. This provision applies to any activities or subawards of a federal award. [See CBB]
Analysis of Fraud	After any investigation substantiates a report of fraud or financial impropriety, the Superintendent shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

EMPLOYMENT PRACTICES

DC
(LOCAL)

Personnel Duties	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
Posting Vacancies	The Superintendent ~~or designee~~ shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
Applications	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	The Superintendent has sole authority to make recommendations to the Board regarding the selection of all positions above and including campus principal. The Board delegates to the Superintendent final authority to employ all contractual personnel below the level of campus principal. The Board retains final authority for employment of all positions above and including campus principal. [See DCA, DCB, DCC, and DCE as appropriate.]
Employment of Noncontractual Personnel	Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL). The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
Employment Assistance Prohibited	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and ~~DH~~ (EXHIBIT DHA(LEGAL) for the Educators' Code of Ethics.]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See ~~DH~~(~~EXHIBIT~~DHA(~~LEGAL~~)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Violations of
Standards of
Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic
Communication**

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see ~~DH(EXHIBIT~~~~DHA~~(LEGAL))], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use	All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or 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.
Reporting Improper Communication	In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.
Disclosing Personal Information	An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Prohibited Classroom Instruction or Activities	An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB].
Prohibited Diversity, Equity, and Inclusion Duties	An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly: • Engages in diversity, equity, and inclusion (DEI) duties. • Assigns to another individual DEI duties. [See BT(LEGAL)]
Social Transitioning	An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.
Safety Requirements	Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
Harassment or Abuse	An employee shall not engage in prohibited harassment, including sexual harassment, of: 1. Other employees. [See DIA] 2. Students. [See FFH; see FFG regarding child abuse and neglect.] While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents. An employee shall report child abuse or neglect as required by law. [See FFG]
Relationships with Students	An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. As required by law, the District shall notify the parent of a student with whom a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct. [See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

**Tobacco and
Nicotine Products
and E-Cigarettes**

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

**Alcohol and Drugs /
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

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

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

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,
Convictions, and
Other Adjudications**

An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - 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;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

PERSONNEL POSITIONS

DP
(LOCAL)

**Principal
Qualifications**

In addition to the minimal certification requirement, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

PERSONNEL POSITIONS
PRINCIPALS

DPA
(LOCAL)

Qualifications

In addition to the minimal education and certification requirements established in the job description, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to implement policy and procedures;
5. The ability to interpret data;
6. Strong communications, public relations, and interpersonal skills;
7. Prior experience in instructional leadership roles; and
8. Other qualifications deemed necessary by the Board and included in the job description.

PERSONNEL POSITIONS
OTHER PERSONNEL POSITIONS

DPB
(LOCAL)

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

Referral	Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.
Screening and Identification Process	The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year. The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the identification procedures and services for the program prior to beginning the screening and identification process.
Parental Consent	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
Selection	
Identification Criteria	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
Assessments	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
~~Selection~~ Matrix or Threshold System	If the selection process relies on a matrix or threshold system, the use of a scoring value based on race, ethnicity, sex, socioeconomic status, or disability shall be prohibited.
Placement Committee	A placement committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs and identification of gifted students, as required by law.
Notification	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

Reassessment

If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

Transfer Students

Interdistrict

When a student identified as gifted by a previous school district enrolls in the District, the placement committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Intradistrict

A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District's gifted and talented program.

Furloughs

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

Exit Provisions

The District shall monitor student performance in response to gifted and talented program services. If at any time the placement committee or a parent determines the program is not meeting the student's educational needs, the committee shall meet with the parent and student before finalizing an exit decision.

Appeals

A parent, student, or educator may appeal any final decision of the placement committee regarding services in the gifted and talented program. Appeals shall be made first to the placement committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

Program Evaluation

The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, school counselors, students in the gifted and talented program, and the community.

Funding

The Superintendent shall develop administrative procedures to ensure that 100 percent of the state funds allocated for the gifted and talented program are spent providing for and enhancing the District's program and that a method accounting for expenditures related to the gifted and talented program is established and aligns with the Texas Education Agency's financial compliance guidance.

**Community
Awareness**

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

Note: See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

The District shall notify a parent of a student with whom a District employee or a person acting as a service provider for the District is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an individual's **alleged**:

1. **Alleged** abuse or commission of an otherwise unlawful act with a student ~~or involvement in~~;
2. **Involvement in or soliciting** a romantic relationship, or soliciting or engaging in sexual contact, **with a student**;
3. **Engaging in inappropriate communications with a student**; or
- ~~4.~~ **Failing to maintain appropriate boundaries** with a student.

Notice of Suspected Criminal Offense

Except as provided by state law regarding child abuse investigations, the District shall notify a parent not later than one business day after the date an employee first suspects that a criminal offense has been committed against the parent's child.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: new text.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes — as in an extensive rewrite — may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact us:

School Districts and Education Service Centers, call 800-580-7529 or email policy.service@tasb.org.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of Constitutional rights or based unlawfully on race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for the nonrenewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress toward the goals stated in the District improvement plan. [See BQ]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
9. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
10. Failure to meet the District's standards of professional conduct.
11. Failure to report to the Board any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
12. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
13. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.

14. Disability, not otherwise protected by law, that prevents the Superintendent from performing the essential functions of the job, [with or without reasonable accommodation](#).
15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or the community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Any breach by the Superintendent of an employment contract or any reason specified in the Superintendent's employment contract.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Behavior that presents a danger of physical harm to a student or other individuals.
19. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
20. Use of profanity in the course of performing any duties of employment, whether on or off District premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
21. Falsification of records or other documents related to the District's activities.
22. Falsification or omission of required information on an employment application.
23. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
24. Failure to fulfill or maintain requirements for Superintendent certification, unless granted a waiver by the commissioner of education.
25. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
26. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
27. [Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. \[See EMB\]](#)

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

28. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.

~~27-29.~~ Any reason constituting good cause for terminating the contract during its term.

**Notice of Proposed
Nonrenewal**

If the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent written notice of the proposed nonrenewal in accordance with law.

Request for Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board in writing not later than the 15th day after receiving the notice. When the Board receives a timely request for a hearing on proposed nonrenewal, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The Superintendent shall be given notice of the hearing date as soon as it is set.

Hearing Procedure

Unless the Superintendent requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the Superintendent, their chosen representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the Board's presentation, supported by such proof as it desires to offer.
3. The Superintendent may cross-examine any witnesses for the Board.
4. The Superintendent may then present such testimonial or documentary proofs, as desired, to offer in rebuttal or in general support of the contention that the contract be renewed.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

5. The Board may cross-examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent's witnesses.

6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the Superintendent's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the Superintendent by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

No Hearing

If the Superintendent fails to request a hearing, the Board shall take the appropriate action and notify the Superintendent in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members — BBF
 - for employees — ~~DH~~DHA
- Financial conflicts of interest:
 - for public officials — BBFA
 - for all employees — DBD
 - for vendors — CHE
- Compliance with state and federal grant and award requirements: CB, CBB
- Financial conflicts and gifts and gratuities regarding federal funds: CB, CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DBAA, DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

**Fraud and Financial
Impropriety**

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. 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. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls
and Oversight**

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The Superintendent shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Reports

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

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

	law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.
<i>Protection from Retaliation</i>	Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]
Fraud Investigations	In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.
Response	If an investigation substantiates a report of fraud or financial impropriety, the Superintendent shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration. If an employee is found to have committed fraud or financial impropriety, the Superintendent shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor. When circumstances warrant, the Board, Superintendent, or a designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds. The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.
Federal Awards Disclosure	In connection with federal awards, the District shall promptly disclose in writing whenever the District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. This provision applies to any activities or subawards of a federal award. [See CBB]
Analysis of Fraud	After any investigation substantiates a report of fraud or financial impropriety, the Superintendent shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

EMPLOYMENT PRACTICES

DC
(LOCAL)

Personnel Duties	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
Posting Vacancies	The Superintendent ~~or designee~~ shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
Applications	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	The Superintendent has sole authority to make recommendations to the Board regarding the selection of all positions above and including campus principal. The Board delegates to the Superintendent final authority to employ all contractual personnel below the level of campus principal. The Board retains final authority for employment of all positions above and including campus principal. [See DCA, DCB, DCC, and DCE as appropriate.]
Employment of Noncontractual Personnel	Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL). The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
Employment Assistance Prohibited	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and ~~DH~~ (EXHIBIT DHA(LEGAL) for the Educators' Code of Ethics.]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See ~~DH~~(~~EXHIBIT~~DHA(~~LEGAL~~))]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Violations of
Standards of
Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic
Communication**

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see ~~DH(EXHIBIT~~~~DHA~~(LEGAL))], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use	All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or 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.
Reporting Improper Communication	In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.
Disclosing Personal Information	An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Prohibited Classroom Instruction or Activities	An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB].
Prohibited Diversity, Equity, and Inclusion Duties	An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly: • Engages in diversity, equity, and inclusion (DEI) duties. • Assigns to another individual DEI duties. [See BT(LEGAL)]
Social Transitioning	An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.
Safety Requirements	Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
Harassment or Abuse	An employee shall not engage in prohibited harassment, including sexual harassment, of: 1. Other employees. [See DIA] 2. Students. [See FFH; see FFG regarding child abuse and neglect.] While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents. An employee shall report child abuse or neglect as required by law. [See FFG]
Relationships with Students	An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. As required by law, the District shall notify the parent of a student with whom a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct. [See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

**Tobacco and
Nicotine Products
and E-Cigarettes**

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

**Alcohol and Drugs /
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

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

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

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,
Convictions, and
Other Adjudications**

An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - 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;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

PERSONNEL POSITIONS

DP
(LOCAL)

**Principal
Qualifications**

In addition to the minimal certification requirement, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

PERSONNEL POSITIONS
PRINCIPALS

DPA
(LOCAL)

Qualifications

In addition to the minimal education and certification requirements established in the job description, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to implement policy and procedures;
5. The ability to interpret data;
6. Strong communications, public relations, and interpersonal skills;
7. Prior experience in instructional leadership roles; and
8. Other qualifications deemed necessary by the Board and included in the job description.

PERSONNEL POSITIONS
OTHER PERSONNEL POSITIONS

DPB
(LOCAL)

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

Referral

Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.

Screening and
Identification
Process

The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.

The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the identification procedures and services for the program prior to beginning the screening and identification process.

Parental Consent

The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

Selection

Identification
Criteria

The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Assessments

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.

*Selection Matrix
or Threshold
System*

If the selection process relies on a matrix or threshold system, the use of a scoring value based on race, ethnicity, sex, socioeconomic status, or disability shall be prohibited.

Placement
Committee

A placement committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs and identification of gifted students, as required by law.

Notification

The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

Reassessment

If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

Transfer Students

Interdistrict

When a student identified as gifted by a previous school district enrolls in the District, the placement committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Intradistrict

A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District's gifted and talented program.

Furloughs

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

Exit Provisions

The District shall monitor student performance in response to gifted and talented program services. If at any time the placement committee or a parent determines the program is not meeting the student's educational needs, the committee shall meet with the parent and student before finalizing an exit decision.

Appeals

A parent, student, or educator may appeal any final decision of the placement committee regarding services in the gifted and talented program. Appeals shall be made first to the placement committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

Program Evaluation

The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, school counselors, students in the gifted and talented program, and the community.

Funding

The Superintendent shall develop administrative procedures to ensure that 100 percent of the state funds allocated for the gifted and talented program are spent providing **for** and enhancing the District's program and that a method accounting for expenditures related to the gifted and talented program is established and aligns with the Texas Education Agency's financial compliance guidance.

**Community
Awareness**

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

Note: See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

The District shall notify a parent of a student with whom a District employee or a person acting as a service provider for the District is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an individual's **alleged**:

1. **Alleged** abuse or commission of an otherwise unlawful act with a student ~~or involvement in~~;
2. **Involvement in or soliciting** a romantic relationship, or soliciting or engaging in sexual contact, **with a student**;
3. **Engaging in inappropriate communications with a student**; or
- ~~4.~~ **Failing to maintain appropriate boundaries** with a student.

Notice of Suspected Criminal Offense

Except as provided by state law regarding child abuse investigations, the District shall notify a parent not later than one business day after the date an employee first suspects that a criminal offense has been committed against the parent's child.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

Board Agenda Item

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

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
08-17-2026	☐	☐	☒	☐	☐
Subject:	T-TESS APPRAISERS and APPRAISAL CALENDAR				
Presenter or Contact Person:	Renee Pentecost, Director for Human Resource Services				
Policy/Code:	DNB (LEGAL)				
Summary:	Approval of T-TESS Evaluation Appraisers and the 2026-2027 T-TESS Appraisal Calendar. The administrators submitted have been certified through the Texas Teacher Evaluation & Support System (T-TESS) to serve as appraisers for the 2026-2027 school year.				
Financial Implications:	N/A				
Attachments:	List of administrators certified through T-TESS and the 2026-2027 LEISD T-TESS Appraisal Calendar.				
Recommendation:	The Administration recommends approval of the T-TESS certified appraisers and the LEISD T-TESS Appraisal Calendar for the 2026-2027 school year, as submitted.				
Motion:	I move the Board approve the T-TESS certified appraisers and the LEISD T-TESS Appraisal Calendar for the 2026-2027 school year, as submitted.				

First Name	Last Name	Role	Campus	Cert Status	Cert Year
Jamey	Allen	School Administrator	Prestwick Elementary School	Certified	2026 - 2027
Tiffany	Brown	School Administrator	Walker Middle School	Certified	2026 - 2027
William	Bush	School Administrator	Strike Middle School	Certified	2026 - 2027
Mariza	Escamilla	Assistant School Administrator	Hackberry Elementary School	Certified	2026 - 2027
Michelle	Gentry	School Administrator	Little Elm High School	Certified	2026 - 2027
Chelcie	Guerra	School Administrator	Alternative Campus	Certified	2026 - 2027
Ronni	Hardin	Assistant School Administrator	Little Elm High School	Certified	2026 - 2027
Samuel	Heller	Assistant School Administrator	Little Elm High School	Certified	2026 - 2027
Kaleen	Hernandez	Assistant School Administrator	Glover Elementary School	Certified	2026 - 2027
Ernest	Higginbotham	School Administrator	Zellars Early Childhood Learning Center	Certified	2026 - 2027
Ashley	Holmes	School Administrator	Little Elm Elementary School	Certified	2026 - 2027
Kacy	Kupper	Assistant School Administrator	Zellars Early Childhood Learning Center	Certified	2026 - 2027
Karie	Kuster	School Administrator	Brent Elementary School	Certified	2026 - 2027
Anton	Maclin	Assistant School Administrator	Strike Middle School	Certified	2026 - 2027
Pamela	Maltsberger	Assistant School Administrator	Prestwick Elementary School	Certified	2026 - 2027
Elizabeth	Martinez	Assistant School Administrator	Brent Elementary School	Certified	2026 - 2027
Marina	Matus de Garcia	Assistant School Administrator	Strike Middle School	Certified	2026 - 2027
Cynthia	Mika	School Administrator	Hackberry Elementary School	Certified	2026 - 2027
Lindsay	Milnor	Assistant School Administrator	Walker Middle School	Certified	2026 - 2027
Dr. Gerald	Muhammad	Assistant School Administrator	Little Elm High School	Certified	2026 - 2027
Adrienne	Nwokolo	Assistant School Administrator	Little Elm High School	Certified	2026 - 2027
Renee	Pentecost	District Administrator	District Wide	Certified	2026 - 2027
Taddeus	Porter	Assistant School Administrator	Little Elm High School	Certified	2026 - 2027
Christopher	Reza	School Administrator	Little Elm Elementary School	Certified	2026 - 2027
Marnie	Richardson	Assistant School Administrator	Glover Elementary School	Certified	2026 - 2027
Watson	Robinson Jr.	Assistant School Administrator	Walker Middle School	Certified	2026 - 2027
Terilyn	Thomas-Monday	District Administrator	District Wide	Certified	2026 - 2027
Marcia	Torres	Assistant School Administrator	Lakewood Village Elementary School	Certified	2026 - 2027
Aston	Tubbs	Assistant School Administrator	Oak Point Elementary School	Certified	2026 - 2027
Audra	Vandiver	Assistant School Administrator	Little Elm High School	Certified	2026 - 2027
Kori	Werth	School Administrator	Lakewood Village Elementary School	Certified	2026 - 2027
Bernadette	White	School Administrator	Oak Point Elementary School	Certified	2026 - 2027

Board Agenda Item

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

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
08-17-2026	☐	☐	☒	☐	☐
Subject:	OFF-CAMPUS PHYSICAL EDUCATION SITES				
Presenter or Contact Person:	Dr. Penny Tramel, Assistant Superintendent for Curriculum and Learning				
Policy/Code:	FEB (LEGAL)				
Strategic Plan Goal:	We will engage each student in learning experiences that increase student growth and achievement.				
Summary:	The Off-Campus PE Sites, KJ Dance Academy and the Young Company (TYC), is submitted for Board approval. This site has been approved by the Superintendent and submitted to TEA as required. All sites current and requested must be submitted on the form to TEA.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	TEA Approval KJ Dance Academy The Young Company (TYC)				
Recommendation:	The Administration recommends the Board approve the Off-Campus PE Sites as submitted.				
Motion:	I move the Board approve the Off-Campus PE Sites as submitted.				

Off-campus Physical Activity Programs Approval Request

revised June 2018

Part 1:

Date of submission: 8-4-2026

Name of applying district or charter school: Little Elm ISD

County District Number: 061914

School year approval will become effective: 2026-2027

Contact person: Penny Tramel

Contact person's email address: ptramel@littleelmsd.net

Contact person's phone number: 972-9479340

Superintendent: Michael Lamb

Part 2:

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

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

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

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

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

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

Indicate in the table below the Category I programs approved in your district or charter school. You may add rows as needed.

Entity Providing Service	Off-campus Program	Accountability/Evaluation Procedures
The Young Company (TYC)	Competitive Dance	ment and procedure for attendance and grades; verified authenticity of the program; Superin
Brookhaven Country Club	Golf	ment and procedure for attendance and grades; verified authenticity of the program; Superin
The Dallas Conservatory	Dance	ment and procedure for attendance and grades; verified authenticity of the program; Superin
Express Cheer	Cheer	ment and procedure for attendance and grades; verified authenticity of the program; Superin
KJ Dance	Dance	ment and procedure for attendance and grades; verified authenticity of the program; Superin
President Talons Martial Arts	Martial Arts	ment and procedure for attendance and grades; verified authenticity of the program; Superin
Prodigy Dance and Performing Arts Center	Competitive Dance	ment and procedure for attendance and grades; verified authenticity of the program; Superin

Category II: Private or commercially-sponsored physical activities that are not Olympic level but are certified by the superintendent to be of high quality must meet all of the criteria below.

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

Category II Substitutions	Yes	No
Students are well supervised at least 5 hours per week by appropriately trained instructors.	X	
Programs are certified by the superintendent to be of high quality.	X	
Program requires students to engage in moderate to vigorous physical activity.	X	
Students who participate at this level are not dismissed from any part of the school day.	X	

Indicate in the table below the Category II programs approved in your district or charter school. You may add rows as needed.

Agency Providing Service	Off-campus Program	Accountability/Evaluation Procedures
The Young Company (TYC)	Competitive Dance	ment and procedure for grades and attendance; verified authenticity of the program; Superin
KJ Dance	Dance	ment and procedure for grades and attendance; verified authenticity of the program; Superin
Lake Tennis Academy	Tennis	ment and procedure for grades and attendance; verified authenticity of the program; Superin
Texas Ford Aquatics	Swimming	ment and procedure for grades and attendance; verified authenticity of the program; Superin

Off-campus Physical Activity Programs Approval Request

revised June 2018

Part 1:

Date of submission: August 3, 2026

Name of applying district or charter school: Little Elm ISD

County District Number: 061914

School year approval will become effective: 2026-2027

Contact person: Penny Tramel

Contact person's email address: ptramel@littleelmsd.net

Contact person's phone number: 972-947-9340

Superintendent: Michael Lamb

Part 2:

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

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Categories I and II ☒

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Students do not miss any class other than physical education.	X	

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Entity Providing Service	Off-campus Program	Accountability/Evaluation Procedures
Brookhaven Country Club	Golf	and procedure for attendance and grades; verified hours and authenticity of the program; Su
The Dallas Conservatory	Dance	and procedure for attendance and grades; verified hours and authenticity of the program; Su
Express Cheer	Cheer	and procedure for attendance and grades; verified hours and authenticity of the program; Su
KJ Dance	Dance	and procedure for attendance and grades; verified hours and authenticity of the program; Su
President Talons Martial Arts	Martial Arts	and procedure for attendance and grades; verified hours and authenticity of the program; Su
Prodigy Dance and Performing Arts Center	Competitive Dance	and procedure for attendance and grades; verified hours and authenticity of the program; Su

Category II: Private or commercially-sponsored physical activities that are not Olympic level but are certified by the superintendent to be of high quality must meet all of the criteria below.

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

Category II Substitutions	Yes	No
Students are well supervised at least 5 hours per week by appropriately trained instructors.	X	
Programs are certified by the superintendent to be of high quality.	X	
Program requires students to engage in moderate to vigorous physical activity.	X	
Students who participate at this level are not dismissed from any part of the school day.	X	

Indicate in the table below the Category II programs approved in your district or charter school. You may add rows as needed.

Agency Providing Service	Off-campus Program	Accountability/Evaluation Procedures
KJ Dance	Dance	ent and procedure for attendance and grades; verified authenticity of the program; Super
Lakes Tennis Academy	Tennis	ent and procedure for attendance and grades; verified authenticity of the program; Super
Texas Ford Aquatics	Swimming	ent and procedure for attendance and grades; verified authenticity of the program; Super

Off-campus Physical Activity Programs Approval Request

revised June 2018

Part 1:

Date of submission: August 3, 2026
 Name of applying district or charter school: Little Elm ISD
 County District Number: 061914
 School year approval will become effective: 2026-2027
 Contact person: Penny Tramel
 Contact person's email address: ptramel@littleelmsd.net
 Contact person's phone number: 972-947-9340
 Superintendent: Michael Lamb

Part 2:

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

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Category II: Private or commercially-sponsored physical activities that are not Olympic level but are certified by the superintendent to be of high quality must meet all of the criteria below.

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

Category II Substitutions	Yes	No
Students are well supervised at least 5 hours per week by appropriately trained instructors.	X	
Programs are certified by the superintendent to be of high quality.	X	
Program requires students to engage in moderate to vigorous physical activity.	X	
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Indicate in the table below the Category II programs approved in your district or charter school. You may add rows as needed.

Agency Providing Service	Off-campus Program	Accountability/Evaluation Procedures
KJ Dance	Dance	ent and procedure for attendance and grades; verified authenticity of the program; Super
Lakes Tennis Academy	Tennis	ent and procedure for attendance and grades; verified authenticity of the program; Super
Texas Ford Aquatics	Swimming	ent and procedure for attendance and grades; verified authenticity of the program; Super



August 4, 2026

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

Dear Mr. Lamb:

This letter is to acknowledge receipt and approval of your request that the Little Elm Independent School District award physical education credit for off-campus, commercially-sponsored physical activities in Category I and/or Category II as allowed by 19 Texas Administrative Code, Chapter 74, Subchapter B, Graduation Requirements. Please note that by submitting the list of identified programs you have certified that each physical activity program meets all the criteria for either Category I or Category II (high school only). The Texas Education Agency does not have the authority to approve off-campus physical activity programs for middle school (Grades 6-8). This letter of approval applies to high school only. A copy of your approved application is attached.

Approval of your request has been placed on file at the Texas Education Agency and will apply for the 2026-2027, 2027-2028, and 2028-2029 school years. At the end of the three-year period, it will be necessary for you to submit a request for renewal. For additional information or assistance please feel free to call (512) 463-9581 or email barney.fudge@tea.texas.gov.

Sincerely,

Barney Fudge
Health and Physical Education Coordinator
Curriculum Standards and Student Support Division

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
08-17-2026	☐	☐	☒	☐	☐
Subject:	FINANCIAL REPORTS - JUNE 2026				
Presenter or Contact Person:	Jesse Wyse, Chief Financial Officer				
Policy/Code:	Board Legal Status Powers and Duties – BAA (LOCAL) Annual Operating Budget – CE (LOCAL)				
Strategic Plan Goal:	Ensuring Fiscal Health & Sustainability				
Summary:	Monthly financial reports are prepared by the Business Services Department.				
Financial Implications:	As this is a report only, there are no direct financial implications. Each month, financial reports are prepared detailing the status of the District’s budget as of the most recent accounting period. The following reports are included to provide financial transparency.				
Attachments:	Financial Reports Expenditures by Major Object (for Board Adopted Funds 199, 240, 511) Budget to Actuals (for Board Adopted Funds 199, 240, 511) Cash Flow Statement Cash Position Property Tax Collection Reports Capital Projects Reports Quarterly Investment Reports Quarterly Donations				

Recommendation: | The Administration recommends approval of the June 2026 Financial Reports as presented.

Motion: | I move that the Board approve the June 2026 Financial Reports as presented.

Financial Report

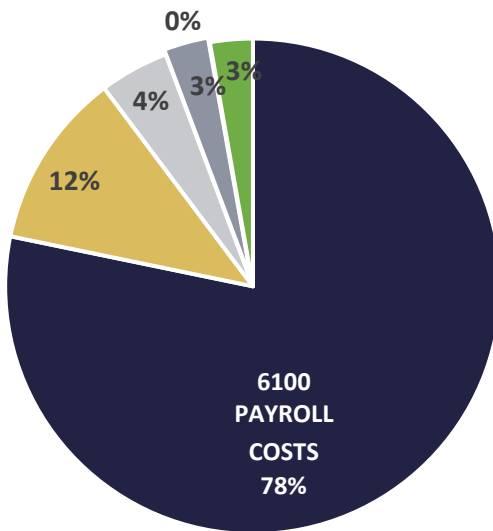
June

- Budget to Actuals
- Expenditures by Major Object
- Cash Flow Statement
- Cash Position
- Quarterly Investment Reports
- Property Tax Collection Report
- Capital Project Reports
- Quarterly Donations

Revenue and Expenditures
By Major Object Code
Through Accounting Period: June 2026

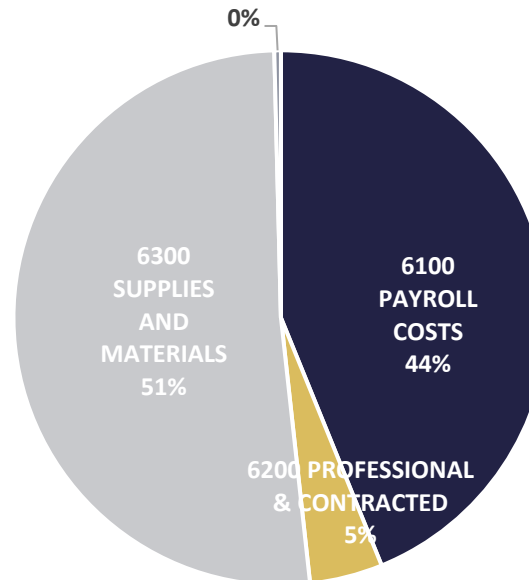


General Fund - 199



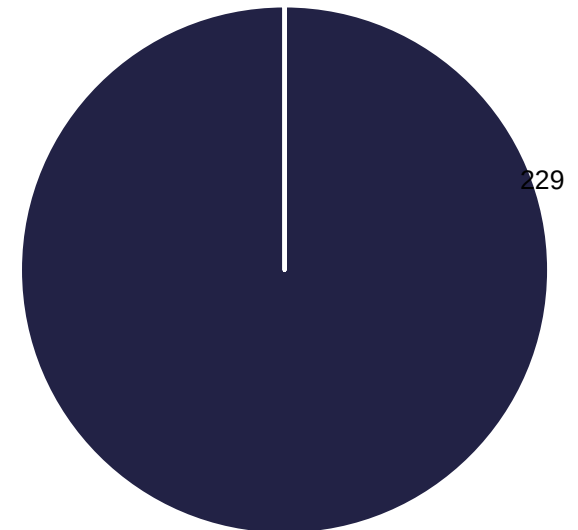
- 6100 PAYROLL COSTS
- 6200 PROFESSIONAL & CONTRACTED
- 6300 SUPPLIES AND MATERIALS
- 6400 OTHER OPERATING COSTS
- 6500 DEBT SERVICE
- 6600 CPTL OUTLY LAND BLDG & EQUIP

Child Nutrition - 240



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

DEBT SERVICE - 511

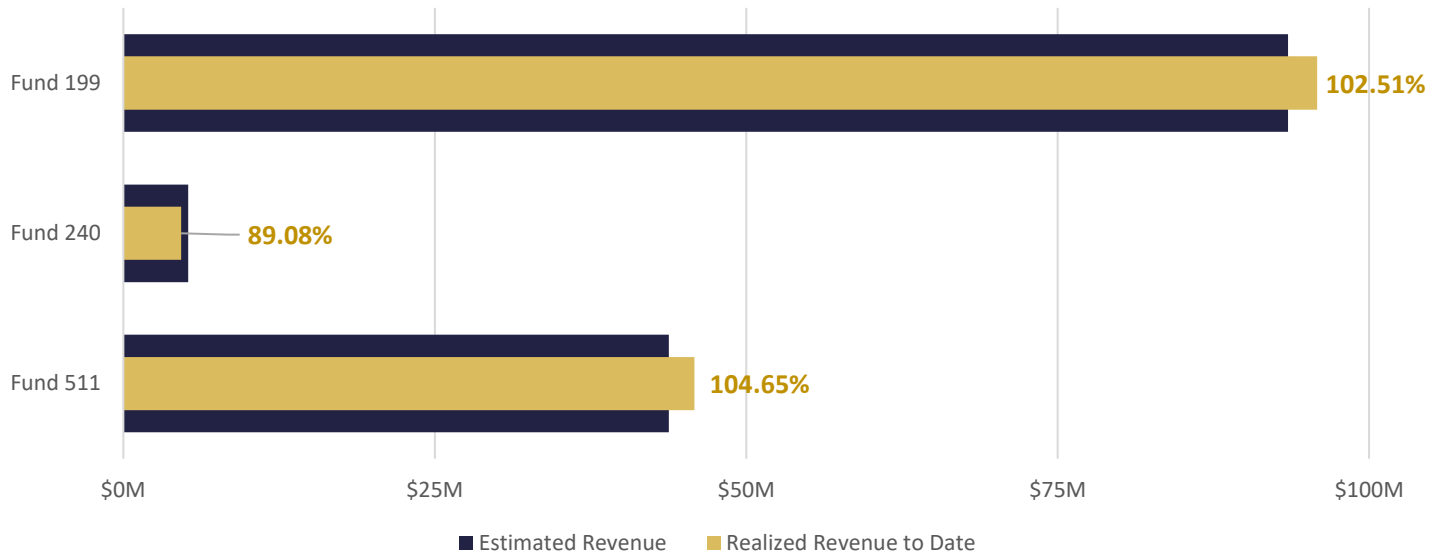


- 6500 DEBT SERVICE

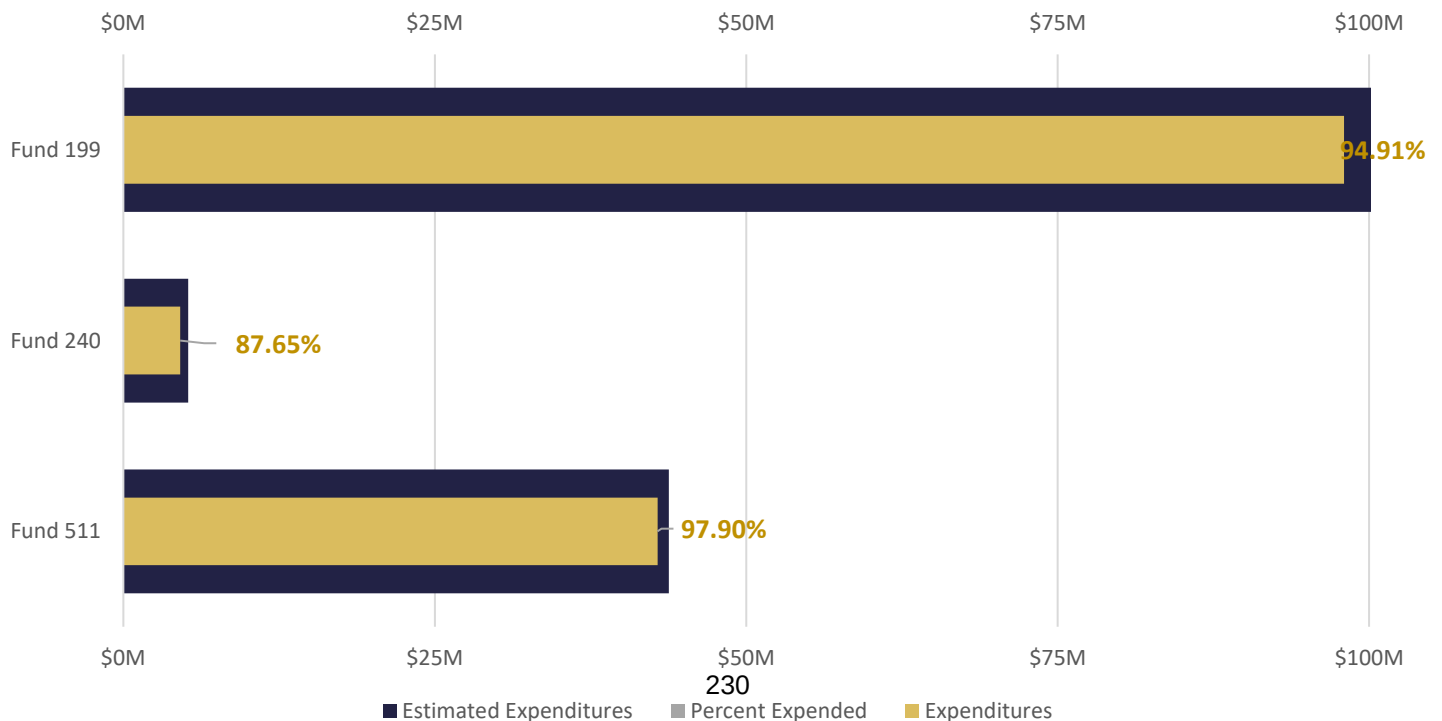
Budget to Actuals
Expenditures and Revenue
Through Accounting Period: June 2026



Revenue: Estimated vs. Realized



Expenditures: Estimated vs. Expended



Revenues and Expenditures by Major Object Code
 LITTLE ELM I.S.D
 Accounting Periods: 07 through 06
 ACTUALS FOR THE MONTH OF JUN 2026

Class/Major Object Code	Est Rev/Approp	Encumbrances	Real Rev/Exp	Balances
Fund Code 199 / 6 - GENERAL FUND				
6100 PAYROLL COSTS	-78,958,412.33	.00	76,667,511.25	-2,290,901.08
6200 PROFESSIONAL & CONTRACTED SVS	-12,884,304.00	.00	11,284,062.51	-1,600,241.49
6300 SUPPLIES AND MATERIALS	-4,986,058.67	.00	4,420,449.33	-565,609.34
6400 OTHER OPERATING COSTS	-3,311,597.00	.00	2,853,689.03	-457,907.97
6500 DEBT SERVICE	.00	.00	41,340.00	41,340.00
6600 CPTL OUTLY LAND BLDG & EQUIP	-3,107,844.00	.00	2,725,660.09	-382,183.91
Subtotals for Fund 199 / 6	-103,248,216.00	.00	97,992,712.21	-5,255,503.79
Fund Code 240 / 6 - NATL BREAKFAST/LUNCH PROGRAM				
6100 PAYROLL COSTS	-2,242,101.00	.00	1,999,758.33	-242,342.67
6200 PROFESSIONAL & CONTRACTED SVS	-242,000.00	1,440.00	200,940.36	-39,619.64
6300 SUPPLIES AND MATERIALS	-2,665,872.00	.00	2,341,484.35	-324,387.65
6400 OTHER OPERATING COSTS	-31,000.00	.00	18,104.47	-12,895.53
6600 CPTL OUTLY LAND BLDG & EQUIP	-21,716.00	.00	.00	-21,716.00
Subtotals for Fund 240 / 6	-5,202,689.00	1,440.00	4,560,287.51	-640,961.49
Fund Code 511 / 6 - DEBT SERVICE FUND				
6500 DEBT SERVICE	-43,794,750.00	.00	42,875,817.54	-918,932.46
Subtotals for Fund 511 / 6	-43,794,750.00	.00	42,875,817.54	-918,932.46
Grand Totals	-152,245,655.00	1,440.00	145,428,817.26	-6,815,397.74

End of Report

Revenues and Expenditures by Major Object Code
LITTLE ELM I.S.D
Accounting Periods: 07 through 06
ACTUALS FOR THE MONTH OF JUN 2026

Class/Major Object Code	Est Rev/Approp	Encumbrances	Real Rev/Exp	Balances
Fund Code 199 / 6 - GENERAL FUND				
5700 REVENUE-LOCAL AND INTERMEDIATE	59,560,979.00	.00	-60,680,663.01	-1,119,684.01
5800 STATE PROGRAM REVENUES	31,697,258.00	.00	-33,711,052.12	-2,013,794.12
5900 FEDERAL PROGRAM REVENUES	2,225,000.00	.00	-1,439,797.26	785,202.74
Subtotals for Fund 199 / 6	93,483,237.00	.00	-95,831,512.39	-2,348,275.39
Fund Code 240 / 6 - NATL BREAKFAST/LUNCH PROGRAM				
5700 REVENUE-LOCAL AND INTERMEDIATE	1,822,500.00	.00	-1,694,195.92	128,304.08
5800 STATE PROGRAM REVENUES	20,000.00	.00	-18,232.32	1,767.68
5900 FEDERAL PROGRAM REVENUES	3,360,189.00	.00	-2,919,640.81	440,548.19
Subtotals for Fund 240 / 6	5,202,689.00	.00	-4,632,069.05	570,619.95
Fund Code 511 / 6 - DEBT SERVICE FUND				
5700 REVENUE-LOCAL AND INTERMEDIATE	36,182,450.00	.00	-37,417,350.77	-1,234,900.77
5800 STATE PROGRAM REVENUES	7,612,300.00	.00	-8,413,809.00	-801,509.00
Subtotals for Fund 511 / 6	43,794,750.00	.00	-45,831,159.77	-2,036,409.77
Grand Totals	142,480,676.00	.00	-146,294,741.21	-3,814,065.21

End of Report

Little Elm Independent School District
General Operating Cash Flow Statement
FY 2025-2026

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	TOTAL
<i>Beginning Cash Balance in Bank</i>	21,126,362.74	18,921,431.19	17,053,904.60	24,049,822.78	30,300,579.60	26,213,250.59	22,521,182.17	15,591,953.16	15,511,187.64	15,143,268.87	8,886,529.00	8,573,363.43	21,126,362.74
RECEIPTS													
Tax Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Interest	22,083.49	17,067.58	18,626.41	28,078.77	32,591.32	26,722.54	17,193.34	9,448.95	10,507.52	11,481.49	11,850.22	11,333.91	216,985.54
Other Local Revenue	76,403.22	145,148.96	258,846.88	284,382.75	176,106.28	124,285.01	243,542.18	144,270.57	166,162.06	228,580.20	263,594.41	134,511.83	2,245,834.35
State Revenue - Available School	1,291.37	-	3,174.97	2,683.00	3,181.90	917.48	1,749.72	131,649.03	1,966.26	72,727.44	3,792.70	3,338.48	226,472.35
State Revenue - Foundation	315,108.00	1,034,806.00	315,595.00	315,595.00	315,818.00	315,595.00	-	-	-	314,104.00	314,104.00	313,165.00	3,553,890.00
State Revenue - Debt Service	-	-	10,203,222.00	7,635,771.00	-	2,982,964.00	-	-	311,122.00	299,180.00	-	0.00	21,432,259.00
State Revenue - Misc	-	-	-	-	-	8,232,547.00	-	-	-	-	-	0.00	8,232,547.00
SHARS Receipts	-	-	-	-	111,878.18	1,000.00	-	-	-	538,029.90	-	0.00	650,908.08
Federal Program Revenue	321,687.76	325,817.84	231,519.72	-	475,154.28	239,024.78	-	-	-	-	-	1,470,699.50	3,063,903.88
Federal Program Revenue 240	6,492.82	1,320.00	200,936.56	340,649.67	277,189.67	230,425.37	4,142.40	420,995.12	285,785.41	288,373.54	320,264.94	223,259.25	2,599,834.75
Lunch Revenue - local 240	5,970.00	134,067.73	157,557.07	257,227.89	166,142.74	145,397.66	132,879.06	167,792.10	186,680.12	208,897.72	133,425.05	9,251.76	
Payroll Deposits	3,684.76	836.00	1,116.73	3,168.81	-	407.01	1.33	-	17.90	334.00	0.24	554.00	10,120.78
Transfers from Debt Service	-	-	-	-	-	0.00	-	-	-	-	-	0.00	-
Transfers from Investment Acct	6,000,000.00	9,000,000.00	6,000,000.00	6,045,522.99	3,000,000.00	534,210.79	579,250.31	9,212,182.07	7,000,000.00	1,165,866.46	7,667,269.74	8,993,776.22	65,198,078.58
Total Revenue	6,752,721.42	10,659,064.11	17,390,595.34	14,913,079.88	4,558,062.37	12,833,496.64	978,758.34	10,086,337.84	7,962,241.27	3,127,574.75	8,714,301.30	11,159,889.95	109,136,123.21
DISBURSEMENTS													
Payroll Checks	4,191,955.14	4,201,044.29	4,468,763.70	4,538,132.99	4,554,967.86	4,519,965.77	4,491,990.11	4,443,955.66	4,496,194.64	4,482,376.87	4,505,685.73	4,428,957.65	53,323,990.41
Accounts Payable Checks	2,559,252.04	7,357,762.41	4,345,447.82	2,736,744.43	2,181,913.35	2,098,947.61	1,554,709.25	3,074,426.94	3,036,912.47	2,025,913.92	3,563,587.07	2,677,639.31	37,213,256.62
TRS	480,412.00	1,192,672.92	1,264,841.42	1,347,124.50	1,355,457.07	1,341,636.96	1,320,603.27	1,308,171.22	1,296,011.77	1,304,085.53	1,307,830.58	1,312,321.78	14,831,169.02
IRS	501,693.49	483,707.17	515,404.48	521,818.22	527,177.16	523,969.22	496,774.51	488,015.98	497,767.84	497,754.23	504,672.60	495,681.82	6,054,436.72
Bank Charges/ NSF's/Bk Trans	-	-	-	-	-	-	10.00	-	0.00	-	0.00	-	10.00
Total Expenditures	7,733,312.67	13,235,186.79	10,594,457.42	9,143,820.14	8,619,515.44	8,484,519.56	7,864,087.14	9,314,569.80	9,326,886.72	8,310,130.55	9,881,775.98	8,914,600.56	111,422,862.77
Cash Transfer to TEA	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Transfer to Debt Service	-	-	-	-	-	8,207,547.00	-	-	-	-	(132,448.57)	-	1,097,913.28
Transfers to Investment Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
In Transit	1,224,340.30	(708,596.09)	(199,780.26)	(481,497.08)	25,875.94	(166,501.50)	43,900.21	852,533.56	(996,726.68)	1,074,184.07	(721,860.54)	136,544.29	82,416.22
Total Expenditures & Transfers	8,957,652.97	12,526,590.70	10,394,677.16	8,662,323.06	8,645,391.38	16,525,565.06	7,907,987.35	10,167,103.36	8,330,160.04	9,384,314.62	9,027,466.87	9,051,144.85	119,580,377.42
Net Change in Cash	(2,204,931.55)	(1,867,526.59)	6,995,918.18	6,250,756.82	(4,087,329.01)	(3,692,068.42)	(6,929,229.01)	(80,765.52)	(367,918.77)	(6,256,739.87)	(313,165.57)	2,108,745.10	(10,444,254.21)
Ending Cash Balance	18,921,431.19	17,053,904.60	24,049,822.78	30,300,579.60	26,213,250.59	22,521,182.17	15,591,953.16	15,511,187.64	15,143,268.87	8,886,529.00	8,573,363.43	10,682,108.53	10,682,108.53
Beginning Cash Balance Lone Star	14,385,264.26	14,438,674.66	14,492,369.14	14,543,771.87	14,734,233.39	14,783,093.92	14,887,375.55	14,833,849.52	14,494,057.24	14,539,915.01	20,481,096.06	20,544,941.12	14,385,264.26
Beginning Cash Balance TexStar	1,677,881.14	1,684,001.76	1,690,131.67	1,695,984.11	1,701,913.93	1,707,481.42	1,713,027.87	1,718,421.78	1,723,268.46	1,728,612.01	1,733,780.69	1,739,077.95	1,677,881.14
Beginning Cash Balance Texas Class	159,745,022.83	149,107,276.84	133,640,757.85	122,692,645.07	132,924,048.46	121,971,402.58	157,975,018.17	66,674,757.16	94,798,766.48	80,915,213.59	80,268,851.01	66,111,188.46	159,745,022.83
Beginning Cash Balance TX Class UMB	105,398,697.30	105,753,198.29	106,165,367.03	106,527,764.16	86,852,769.01	87,084,183.58	77,362,307.12	203,680,020.93	176,625,112.05	176,778,140.13	177,193,350.78	177,522,369.50	105,398,697.30
Interest Earned Lone Star	53,410.40	53,694.48	51,402.73	53,262.32	48,860.53	49,012.98	47,677.46	42,453.78	45,857.77	48,576.37	63,845.06	62,374.75	620,428.63
Interest Earned TexStar	6,120.62	6,129.91	5,852.44	5,929.82	5,567.49	5,546.45	5,393.91	4,846.68	5,343.55	5,168.68	5,297.26	5,176.61	66,373.42
Interest Earned TexasClass	557,424.10	513,072.90	434,462.95	473,278.24	407,177.96	421,338.21	410,758.30	200,561.32	268,109.44	238,511.11	219,286.17	176,127.37	4,320,108.07
Misc Earned TexasClass UMB	359,770.71	417,812.85	368,063.29	330,508.97	237,121.29	283,109.96	67,713.81	607,252.92	164,887.92	428,712.16	342,124.87	1,066,969.81	4,674,048.56
Transfers in	101,883.65	105,786.26	66,393.25	20,790,736.05	866,771.90	42,077,713.85	136,345,046.47	41,011,231.03	778,909.75	12,133,155.04	178,615.48	262,406.03	254,718,648.76
Transfers out	(11,302,323.46)	(16,091,022.26)	(11,454,635.14)	(30,900,915.82)	(12,232,302.46)	(16,445,154.24)	(101,907,269.27)	(41,132,190.89)	(14,942,431.92)	(7,138,925.56)	(14,568,670.35)	(12,244,497.80)	(290,360,339.17)
In Transit	30,966.53	2,714.66	9,468.24	121,809.62	210,391.80	1,764,173.45	7,503,443.02	63,700.35	48,237.77	32,930.92	50,326.69	58,544.82	58,544.82
Ending Cash Balance Invested	271,014,118.08	255,991,340.35	245,469,633.45	236,334,774.41	225,756,553.30	253,701,902.16	294,410,492.41	287,704,904.58	274,010,118.51	279,710,009.46	265,967,903.72	255,304,678.62	255,304,678.62
TOTAL CASH AVAILABLE	289,935,549.27	273,045,244.95	269,519,456.23	266,635,354.01	251,969,803.89	276,223,084.33	310,002,445.57	303,216,092.22	289,153,387.38	288,596,538.46	274,541,267.15	265,986,787.15	265,986,787.15

Little Elm Independent School District
Debt Service Cash Flow Statement
FY 2025-2026

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	TOTAL
<i>Beginning Cash Balance in Bank</i>	10,227,825.21	10,246,518.01	10,265,244.97	10,283,400.43	10,301,545.68	10,318,747.61	18,551,035.38	122,140.00	135,938.92	136,158.46	136,371.25	43,261.27	10,227,825.21
RECEIPTS													
Tax Collections	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	18,692.80	18,726.96	18,155.46	18,145.25	17,201.93	24,740.77	20,604.62	186.65	219.54	212.79	98.86	67.61	137,053.24
Bond Issuance/Refunding								13,612.27					13,612.27
Transfer from General Operating						8,207,547.00							8,207,547.00
Transfers from Investment Acct	-	-	-	-	-	-	-	-	-	-	39,239.73		39,239.73
Total Revenue	18,692.80	18,726.96	18,155.46	18,145.25	17,201.93	8,232,287.77	20,604.62	13,798.92	219.54	212.79	39,338.59	67.61	8,397,452.24
DISBURSEMENTS													
Wire Bond Issuance Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank Charges/ NSF's/Bk Trans	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers to Investment Accounts	-	-	-	-			(18,449,500.00)	-	-	-	-		(18,449,500.00)
Transfer to General Operating	-	-	-	-	-	-	-	-	-	-	(132,448.57)		(132,448.57)
Total Expenditures & Transfers	-	-	-	-	-	-	(18,449,500.00)	-	-	-	(132,448.57)	-	(18,581,948.57)
Net Change in Cash	18,692.80	18,726.96	18,155.46	18,145.25	17,201.93	8,232,287.77	(18,428,895.38)	13,798.92	219.54	212.79	(93,109.98)	67.61	(10,184,496.33)
<i>Ending Cash Balance in bank</i>	10,246,518.01	10,265,244.97	10,283,400.43	10,301,545.68	10,318,747.61	18,551,035.38	122,140.00	135,938.92	136,158.46	136,371.25	43,261.27	43,328.88	43,328.88
Statement Beg Cash Balance TexPool	32,345,458.75	32,527,517.04	1,948,893.10	1,996,234.34	2,192,994.75	2,740,692.91	22,697,701.36	22,494,873.84	18,883,541.70	19,423,803.16	19,696,733.38	19,828,029.35	32,345,458.75
Interest Earned TexPool	118,526.92	43,110.59	6,878.77	7,191.35	8,180.99	29,183.94	76,537.12	61,102.65	59,730.63	58,802.80	60,704.18	59,743.16	589,693.10
Transfers in	63,531.37	65,465.70	40,462.47	189,569.06	539,517.17	19,927,824.51	6,280,635.36	8,300,812.44	480,530.83	214,127.42	109,831.52	162,179.90	36,374,487.75
Transfers out		(30,687,200.23)					(6,560,000.00)	(11,973,247.23)			(39,239.73)		(49,259,687.19)
In Transit	19,199.21	1,665.41	5,892.12	75,734.68	130,936.07	1,097,913.28	4,668,573.12	39,857.40	29,840.47	20,437.87	31,097.88	36,270.50	36,270.50
<i>Ending Cash Balance Invested</i>	32,546,716.25	1,950,558.51	2,002,126.46	2,268,729.43	2,871,628.98	23,795,614.64	27,163,446.96	18,923,399.10	19,453,643.63	19,717,171.25	19,859,127.23	20,086,222.91	20,086,222.91
													-
TOTAL CASH AVAILABLE	42,793,234.26	12,215,803.48	12,285,526.89	12,570,275.11	13,190,376.59	42,346,650.02	27,285,586.96	19,059,338.02	19,589,802.09	19,853,542.50	19,902,388.50	20,129,551.79	20,129,551.79

0001 - GENERAL OPERATING

Cash Ending Balance:	6,622,062.30
Add Investment:	
Total:	6,622,062.30

0002 - PAYROLL CLEARING

Cash Ending Balance:	11,070.65
Add Investment:	
Total:	11,070.65

0003 - DEBT SERVICE

Cash Ending Balance:	43,328.88
Add Investment:	
Total:	43,328.88

0004 - CREDIT CARD

Cash Ending Balance:	48,975.58
Add Investment:	
Total:	48,975.58

0005 - ECR

Cash Ending Balance:	4,000,000.00
Add Investment:	
Total:	4,000,000.00

0006 - LONESTAR

Cash Ending Balance:	20,607,315.87
Add Investment:	
Total:	20,607,315.87

0007 - TEXSTAR

Cash Ending Balance:	1,744,254.56
Add Investment:	
Total:	1,744,254.56

0008 - TEXAS CLASS

Cash Ending Balance:	232,953,108.19
Add Investment:	
Total:	232,953,108.19

0009 - TEXPOOL

Cash Ending Balance:	20,086,222.91
Add Investment:	
Total:	20,086,222.91

TOTALS

Cash Ending Balance	286,116,338.94
Add Investment Balance	.00
Totals	286,116,338.94

End of Report

Denton County Tax Office

Run Date: 7/1/2026 12:07:52PM

Distribution Summary 2 Report

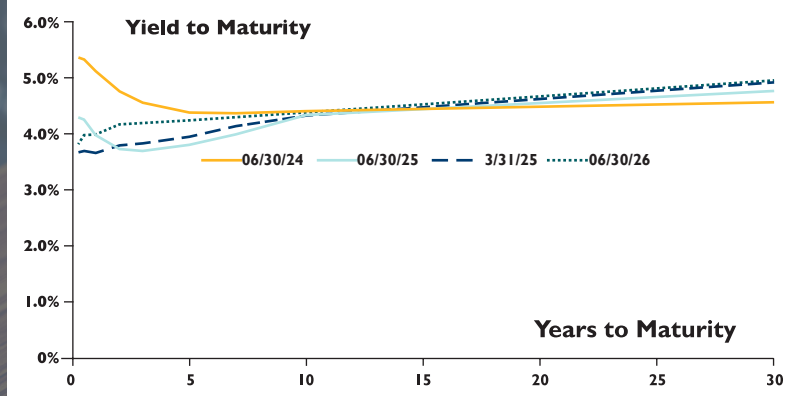
Page 1 of 2

Deposit Date from 6/1/2026 to 6/30/2026 and Tax Units = 60

S10- LITTLE ELM ISD			
Cur. Levy M&O	194,906.17	Del. Levy M&O	14,111.55
Cur. Interest M&O	8,621.12	Del. Interest M&O	5,723.39
Cur. Penalty M&O	17,709.52	Del. Penalty M&O	2,637.44
Cur. Rendition Penalty M&O	811.30	Del. Rendition Penalty M&O	258.92
Total Current M&O	222,048.11	Total Delinquent M&O	22,731.30
Cur. Levy I&S	121,300.05	Del. Levy I&S	8,754.76
Cur. Interest I&S	5,338.86	Del. Interest I&S	3,457.88
Cur. Penalty I&S	10,968.31	Del. Penalty I&S	1,617.72
Cur. Rendition Penalty I&S	0.00	Del. Rendition Penalty I&S	0.00
Total Current I&S	137,607.22	Total Delinquent I&S	13,830.36
Cur. Levy S1	0.00	Del. Levy S1	0.00
Cur. Interest S1	0.00	Del. Interest S1	0.00
Cur. Penalty S1	0.00	Del. Penalty S1	0.00
Cur. Rendition Penalty S1	0.00	Del. Rendition Penalty S1	0.00
Total Current S1	0.00	Total Delinquent S1	0.00
Cur. Levy	316,206.22	Del. Levy	22,866.31
Cur. Interest	13,959.98	Del. Interest	9,181.27
Cur. Penalty	28,677.83	Del. Penalty	4,255.16
Cur. Rendition Penalty	811.30	Del. Rendition Penalty	258.92
Total Current	359,655.33	Total Delinquent	36,561.66
Grand Total M&O		School Fund Coding Totals (if applicable)	
Grand Total I&S		M&O Current Year	199-5711 194,906.17
Grand Total S1		M&O Prior Years	199-5712 14,111.55
Total Due to Jurisdiction		M&O Penalty & Interest	199-5719 35,761.69
Total Due to Delq Tax Atty		I&S Current Year	599-5711 121,300.05
		I&S Prior Year	599-5712 8,754.76
		I&S Penalty & Interest	599-5719 21,382.77

Quarterly Position Report

June 30, 2026



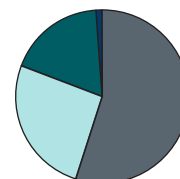
In the second quarter of 2026, markets were guided primarily by ongoing Middle East tensions—particularly the conflict involving Iran—which drove energy-price volatility and elevated uncertainty. US risk assets proved resilient and posted strong gains overall after rebounding in April and advancing further in May. Labor market data remained relatively steady, with payroll growth moderating after April's rebound and unemployment holding near 4.3%, while the Federal Reserve (Fed) kept rates unchanged at 3.50% to 3.75% throughout the quarter; however, by June, attention shifted increasingly to a more hawkish Fed tone under Chair Kevin Warsh, as policymakers emphasized inflation risks, reduced forward guidance, and market expectations moved from a chance of easing earlier in the quarter to pricing in one to two rate hikes by year-end 2026.

Government Overnight Fund

Duration 0.12389

	Participant Assets	Market Value
Beginning of Quarter Balance	7,569,666,756.18	7,569,728,610.46
Deposits	1,880,943,302.16	
Withdrawals	(2,974,776,652.04)	
End of Quarter Balance	6,475,833,406.30	6,474,359,437.22

Agencies	55%
Cash/Repo	26%
Treasuries	18%
MM Funds	1%

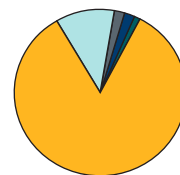


Corporate Overnight Fund

Duration 0.20105

	Participant Assets	Market Value
Beginning of Quarter Balance	4,766,736,153.49	4,765,599,836.49
Deposits	637,146,692.88	
Withdrawals	(1,058,313,954.44)	
End of Quarter Balance	4,345,568,891.93	4,344,393,724.06

Commercial Paper	84%
Cash/Repo	11%
Agencies	2%
MM Funds	2%
Treasuries	1%

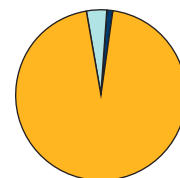


Corporate Overnight Plus Fund

Duration 0.25285

	Participant Assets	Market Value
Beginning of Quarter Balance	13,145,298,676.80	13,141,307,517.88
Deposits	3,312,415,203.01	
Withdrawals	(5,855,454,394.48)	
End of Quarter Balance	10,602,259,485.33	10,598,989,475.99

Commercial Paper	95%
Cash/Repo	4%
MM Funds	1%



Returns

	April		May		June	
	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield
Govt Overnight Fund	3.64%	3.65%	3.61%	3.62%	3.64%	3.65%
Corp Overnight Fund	3.77%	3.78%	3.76%	3.77%	3.78%	3.79%
Corp Overnight Plus Fund	3.82%	3.83%	3.81%	3.82%	3.82%	3.83%

William Mastrodica
William Mastrodica

Lone Star Investment Pool Investment Officers

Tammy Davis
Tammy Davis

The Lone Star Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement, contact First Public at 800.558.8875. The return information is net of all current operating expenses. The return represents past performance and is no indication of future results.

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Custom Account Statement Texas CLASS**Little Elm ISD****Average Yield for the Period 3.7628 %****Start Date****End Date**

4/1/2026

6/30/2026

Account Name	Beginning Balance	Contributions	Withdrawals	Ending Balance	Income Earned for Period
CONSTRUCTION 2016	0.00	0.00	0.00	0.00	0.00
Bond 2023	22,480,327.21	0.00	13,727,431.42	8,914,412.98	161,517.19
Total	22,480,327.21	0.00	13,727,431.42	8,914,412.98	161,517.19

Custom Account Statement Texas CLASS**Little Elm ISD****Average Yield for the Period 3.5309 %****Start Date****End Date**

4/1/2026

6/30/2026

Account Name	Beginning Balance	Contributions	Withdrawals	Ending Balance	Income Earned for Period
CONSTRUCTION BOND 2018	0.00	0.00	0.00	0.00	0.00
GENERAL FUND	42,284,617.37	787,115.37	14,000,000.00	29,402,679.22	330,946.48
Construction Bond 2020	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION BOND 2022	5,458,759.97	0.00	281,168.86	5,224,573.04	46,981.93
BOND 2024	10,691,509.04	0.00	8,845.47	10,777,142.62	94,479.05
Total	58,434,886.38	787,115.37	14,290,014.33	45,404,394.88	472,407.46



04/01/2026 - 04/30/2026

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$19,423,803.16	\$214,127.42	\$0.00	\$58,802.80	\$19,696,733.38	\$19,556,852.04
Total Dollar Value	\$19,423,803.16	\$214,127.42	\$0.00	\$58,802.80	\$19,696,733.38	

05/01/2026 - 05/31/2026

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$19,696,733.38	\$109,831.52	\$39,239.73	\$60,704.18	\$19,828,029.35	\$19,727,995.14
Total Dollar Value	\$19,696,733.38	\$109,831.52	\$39,239.73	\$60,704.18	\$19,828,029.35	

06/01/2026 - 06/30/2026

TexPool Summary

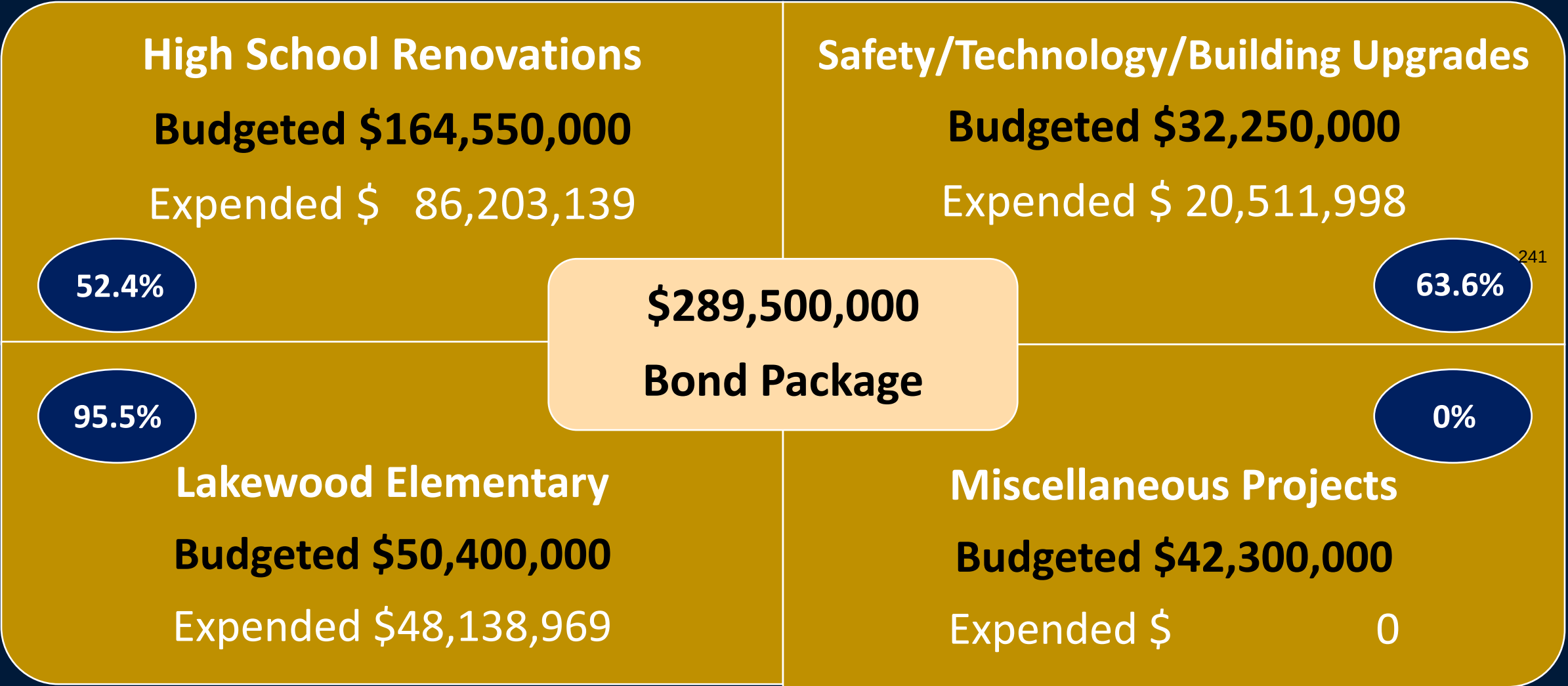
Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$19,828,029.35	\$162,179.90	\$0.00	\$59,743.16	\$20,049,952.41	\$19,933,035.47
Total Dollar Value	\$19,828,029.35	\$162,179.90	\$0.00	\$59,743.16	\$20,049,952.41	

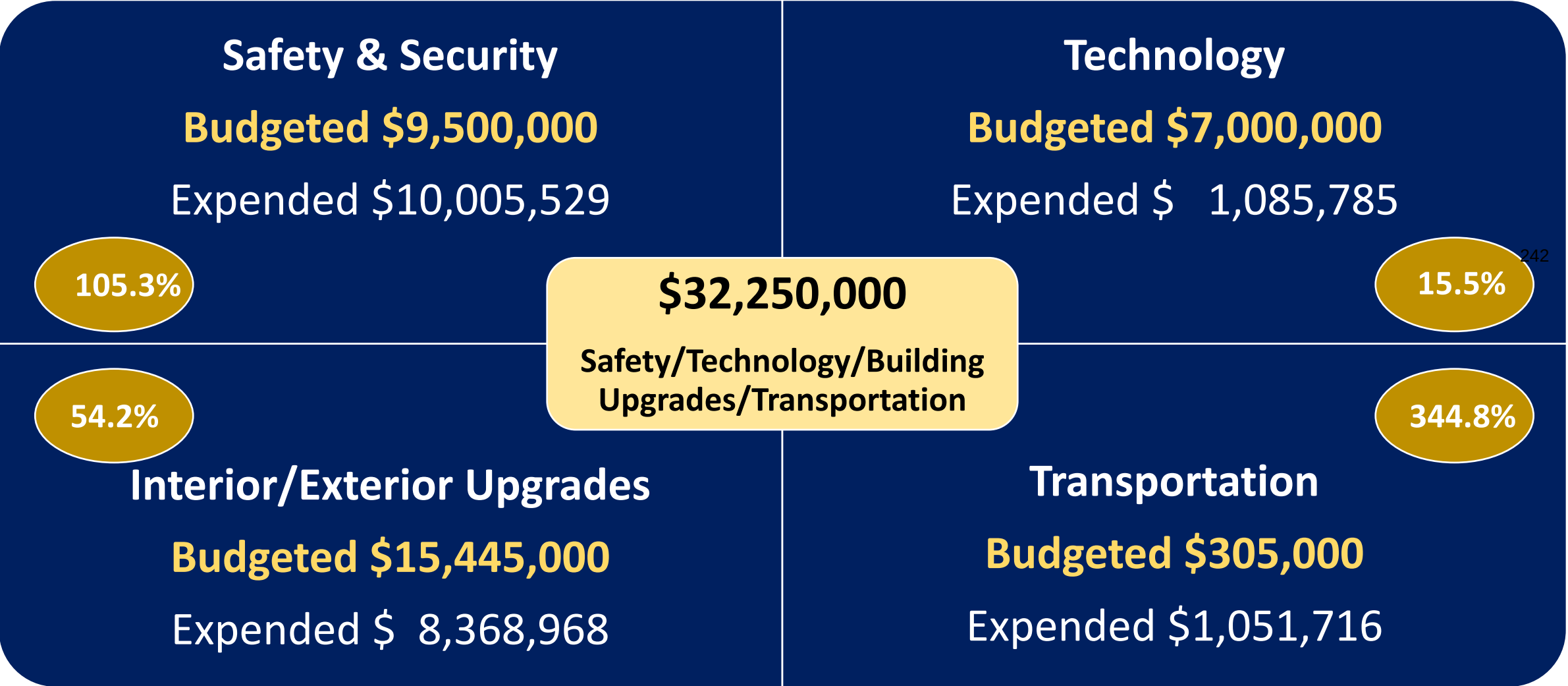
Account History for Account: **LITTLE ELM ISD GENERAL FUND**

Settlement Date	Transaction Type	Amount:	Balance
06/30/2026	MONTHLY POSTING	5,176.61	1,744,254.56
05/29/2026	MONTHLY POSTING	5,297.26	1,739,077.95
04/30/2026	MONTHLY POSTING	5,168.68	1,733,780.69

Summary

Period Beginning Balance:	1,733,780.69
Total Deposit:	
Total Withdrawals:	
Total Interest:	15,642.55
Period Ending Balance:	1,744,254.56





**LITTLE ELM INDEPENDENT SCHOOL DISTRICT
DONATIONS
April - June 2026**

Campus/Dept	Fund	Donation From	Description	Date	Monetary	Non- Monetary	Total
Athletics	461	Town of Little Town	Boys Bkb Team	4/2/2026	1,000.00		1,000.00
Athletics	461	LEAYSA	Boys Bkb Team rings	4/30/2026	2,000.00		2,000.00
Athletics	461	Y. Avila	Boys Soccer Equipment	4/2/2026	435.00		435.00
Athletics	461	Cricket Association	Boys Bkb Team rings	5/1/2026	5,001.00		5,001.00
High School	865	Idalia Amaya	2026 Senior Class	5/28/2026	500.00		500.00
					8,936.00	-	8,936.00

Board Agenda Item

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

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
08-17-2026	☐	☐	☒	☐	☐
Subject:	LITTLE ELM ISD INTERLOCAL SUMMARY REPORT				
Presenter or Contact Person:	Jesse Wyse, Chief Financial Officer				
Policy/Code:	GRB (LEGAL)				
Strategic Plan Goal:	Ensuring Fiscal Health and Sustainability				
Summary:	Allows LEISD to purchase products or services from other governmental entities (listed on attachment) which have been properly awarded contracts through statutorily authorized methods.				
Financial Implications:	See attached summary report.				
Attachments:	Little Elm ISD Interlocal Summary Report for Approval				
Recommendation:	The Administration recommends approval of the Little Elm ISD Interlocal Summary Report as submitted.				
Motion:	I move that the Board approve the Little Elm ISD Interlocal Summary Report dated August 17, 2026, as submitted.				

Little Elm ISD Interlocal Summary Report for Approval

Board Meeting Date August 17, 2026

Ref #	Vendor Name	Department	Status (New, Renewal, Vendor Change)	Prior Year Contract Amount	Renewal Amount	Purchase Amount/Change	Effective Date	Expiration Date	Description	Administrator
1	Denton County Juvenile Justice Alternative Education Program (JJAEP)	Student Services	Renewal	NTE \$50,000	NTE \$75,000	\$25,000	8/18/2026	6/30/2027	The MOU is entered pursuant to Chapter 37 of the TEC between Little Elm ISD and the Denton County Juvenile Justice Alternative Education Program (JJAEP) as the agent to the Juvenile Board of Denton County, Texas. The parties agree the DCJJAEP is a cooperative effort between the educational community and the juvenile justice system with the primary goals being the education of students with behavioral problems and rehabilitation of juvenile offenders, but not the treatment of emotional problems. The cost is \$125 per student per day in attendance.	Donnie Bartlett
2	TASB Risk Management Fund	Business & Finance Services	Renewal	\$56,489	\$56,489	\$0.00	10/1/2026	9/30/2027	Renewal of Little Elm ISD's unemployment compensation coverage for 2026-2027. The agreement provides coverage for statutory unemployment compensation benefits and assistance with general unemployment compensation matters.	Jesse Wyse
3	Texas Woman's University Go Center	Curriculum & Learning	Renewal	\$0.00	\$0.00	\$0.00	8/18/2026	6/30/2029	This interlocal agreement between Texas Woman's University and Little Elm High School at Little Elm ISD. The Go Center/G-Force project is designed to bring college access and financial aid information to 9-12th grade students and parents in the region with the aim of establishing and maintaining permanent Go Centers within the school district. This initiative is in line with the Goals of the THECB (Texas Higher Education Coordinating Board's) CFAT (College for all Texans) campaign, which aims to enroll more students in higher education in Texas.	Dr. Penny Tramel

Board Agenda Item

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

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Discussion Item
08-17-2026	☐	☐	☒	☐	☐
Subject:	REQUEST FOR PROPOSAL #2024-005 FOOD CATERING SERVICES				
Presenter or Contact Person:	Jesse Wyse, Chief Financial Officer				
Policy/Code:	CH (LEGAL)				
Summary:	The Food Catering Services RFP results/recommendations for monthly approval.				
Financial Implications:	N/A				
Attachments:	RFP #2024-005 vendor list				
Recommendation:	The Administration recommends approval of the vendors for Food Catering Services as submitted.				
Motion:	I move that the Board approve the list of Food Catering Services vendors dated August 17, 2026, as submitted.				

**RFP #2024-005 Food Catering Services
Awarded Vendor(s)**

Awarded: 10/21/2024

Rovin Inc dba Babe's Chicken Dinner House - Frisco
Onward Management Group LLC dba Marcos Pizza & The Halal Guys
The Marroquin Group LLC dba Chick-fil-A

Awarded: 11/18/2024

Rosa's Café and Tortilla Factory, Ltd
Pepi Corporation dba Alonti Catering
Texas Taco Cabana, LP dba Taco Cabana

Awarded: 12/16/2024

Fiveash Coffee LLC (Travelin' Tom's Coffee of East Plano)

Awarded: 02/24/2025

Panera Bread Company dba Panera, LLC

Awarded: 03/31/2025

NYC Bagel, LLC dba BlueBonnet Brunch House

Awarded: 04/21/2025

HifiBros LLC

Awarded: 07/21/2025

Charco, Inc. dba Marshall's Catering & The Dallas Picnic Co.

Awarded: 09/15/2025

AF Hospitality, Inc. dba Chickfila Lexington Village

Awarded: 02/16/2026

Texas Forest Farm Inc. dba Wagyu, No Argue

Awarded: 03/23/2026

Hi-Tech Foods LLC dba Far East Pizza Co, Nidhi Catrer

Awarded: 06/22/2026

Lakeside Frozen Treats LLC dba Kona Ice of Coppell

Awarded: 08/17/2026

PB 121 & Custer, LLC dba Playa Bowls
Paris Baguette (PB) The Colony, LLC
The Honey Baked Ham Company
The OZ Group LLC dba Casa Mia Cuisine