



BOARD OF TRUSTEES

Date: 07/27/2026

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Subject: Review and Discuss the 2026-2027 MISD Employee Handbook

Information Sheet

PURPOSE OF INFORMATION:

The MISD Employee Handbook was developed as a guide and brief explanation of district policies and procedures related to employment.

BACKGROUND INFORMATION:

The 2026-2027 Employee Handbook was created utilizing the TASB Model Employee Handbook. The handbook was developed with changes from the 89th TX. Legislature and information from the M.I.S.D. Board Policy. At the time of this handbook's creation, the information reflects alignment between the district's employment policies and procedures. As Board policies and procedures can change at any time, Board policy changes shall supersede any handbook provisions that are not compatible with the change. Included for your convenience is a change-order sheet of the minor revisions to the 2026-27 Employee Handbook.

ACTION REQUIRED:

None – For ***Board Information Only***

Changes to the 2026-27 Employee Handbook

Topic	Page Number	Description of Change
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. - Removed the language regarding DOI exemptions since this is not allowable under new law
Outside Employment and Tutoring	19	Added local considerations referencing policies outside employment for administrators including the penalty for violation of law
Performance Evaluation	20	- Added policy reference - Removed the reference to code for nursing review committee and added the policy reference
Mental Health Training	21	Updated the code reference for the requirements for mental health training for employees who regularly interact with students
Leaves and Absences	28	Added policy references
12-month Staff Vacation (Local)	31	Updated local regulations for earning 12-month staff vacation days to reflect 2026-27 work calendars.
Temporary Disability Leave	36	Added local considerations to address the process for placing an employee on temporary disability leave
Jury Duty	37	Added local considerations about the prohibition of reducing an employee's personal leave for jury duty

Topic	Page Number (Editable Version)	Description of Change
Standards of Conduct	40	- Added policy reference DHA - Updated the language to reflect policy for reports to SBEC by the superintendent
Educator Code of Ethics	41-44	Renumbered factors under 3.9 to reflect policy
Reporting Suspected Child Abuse	45	- Updated and emphasized the 24-hour reporting timeline for child abuse - Updated that abuse must be reported to DFPS even when made to law enforcement - Updated local considerations with proper code and the requirements under law
Sexual Abuse and Maltreatment of Children	46	- Updated policy reference - Removed the reference to the bill
Reports to Texas Education Agency	47	- Added reporting timeline of 48 hours to report to TEA - Added local considerations to add Education Code and requirements for superintendent and principals - Added reporting time line of seven days for a certified employee for certain misconduct
Technology Resources	48	Added a policy reference
Personal Use of Electronic Communications	49	- Changed policy reference DH to DHA - Changed DH(EXHIBIT) to DHA(LEGAL)

Topic	Page Number (Editable Version)	Description of Change
Electronic Communications between Employees, Students, and Parents	50	Changed licensed therapists to school psychologists to reflect updated title change
Employee Arrests and Convictions	53	Added local considerations addressing reporting requirements for superintendents
Tobacco and Nicotine Products and E-Cigarette Use	54	- Updated language and local considerations to align with law - Added definition of “e-cigarette” defined in policy and health and safety code
Resignations	62	- Updated local considerations to address the principal reporting requirement to superintendent after an educator’s resignation and superintendent’s requirement to report to SBEC - Changed SBEC to TEA for required reporting by the superintendent for noncertified employees - Added a statement in local considerations to note that the superintendent should follow reporting requirements to TEA after notification from a principal or director of a noncertified employee’s resignation or termination
Dismissal or Nonrenewal of Contract Employees	63	Added new policy references
Dismissal of Noncontract Employees	63	Added policy references

Topic	Page Number (Editable Version)	Description of Change
Prohibition on Diversity, Equity, and Inclusion	64	Added new topic of the prohibition of engaging in diversity, equity, and inclusion activities for employees with policy references and local considerations
Prohibited Classroom Instruction	64	Added new topic of prohibited classroom instruction for employees with policy references and local considerations
Index	70	- Updated page numbers - Added two new topics