



# Agenda of Board Meeting January 20, 2026 The Board of Trustees Wichita Falls Independent School District

In Compliance with the Texas Government Code, Chapter 551, Subchapter C, the Board of Trustees of the Wichita Falls Independent School District will meet for a Board Meeting at 6:00 PM, on January 20, 2026, in the Board Room at the Education Center, 1104 Broad St, Wichita Falls, TX 76301.

The subjects to be discussed, 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.

<b>I. CALL TO ORDER AND OPENING STATEMENT</b>	
<b>II. PRESENTATION OF COLORS</b>	
<b>III. INVOCATION</b>	
<b>IV. PRESENTATIONS</b>	
A. Memorial High School Academic All-State Volleyball	3
B. Band Presentation	
<b>V. PUBLIC COMMENT</b>	
<b>VI. REPORTS OR SPECIAL DISCUSSION ITEMS</b>	
A. Third Future NWEA MOY Hirschi Data Update	4
B. Elementary Curriculum Specialist Presentation	5
<b>VII. SUPERINTENDENT REPORT</b>	
<b>VIII. CONSENT AGENDA</b>	
A. Architectural, Engineering and Related Services for Possible Bond Projects and/or Future Renovations	6
B. Closure and Consolidation of Schools	7
C. Minutes from December Meetings	8
<b>IX. FINANCIAL SERVICES</b>	
A. Construction Method for Zundy Elevator Modernization	16
B. Purchase of Six New Buses	17
<b>X. COMMUNICATIONS</b>	
A. Canva Education Renewal	20
<b>XI. DISTRICT OPERATIONS</b>	
A. TASB Update 126 - 2nd Reading	21
<b>XII. HUMAN RESOURCES</b>	
A. Applicant Pool	120
<b>XIII. BOARD MATTERS</b>	
A. Closed Session:	
1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees ( <i>Pursuant to Texas Government Code 551.074</i> )	
<b>XIV. ADJOURNMENT</b>	

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on Tuesday, January 13, 2026 at 5:00 pm.

---

For the Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 20, 2026**

<b>Agenda Item:</b>	Presentations		
<b>Administrator Responsible:</b>	Devon Dorris, Director of Athletics		
<b>Presentation:</b>	Memorial High School Academic All-State Volleyball		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input checked="" type="checkbox"/> Presentations	<input type="checkbox"/> Report

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees recognizes Memorial High School students for receiving All-State Honors for Volleyball as submitted and recommended by Dr. Donny Lee, Superintendent.

**Explanation:**

The following student athletes from Memorial High School received All-State honors for volleyball:

**Jordan Freeman**

- THSCA Academic All-State 2nd Team
- TGCA Academic All-State
- AVCA Best and Brightest 1st Team

**Eva Grisel**

- TGCA All-State

**Addison Renner**

- THSCA Academic All-State Honorable Mention
- AVCA Best and Brightest 2nd Team

*Coach: Kelli Barnett*

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 20, 2026**

**Agenda Item:** Third Future NWEA MOY Hirschi Data Update

**Administrator Responsible:** Cody Blair, Executive Director of Secondary Schools, Zach Craddock, Superintendent of Third Future Schools

**Attachments:** No Attachment

Action Needed

Future Action

Presentation

Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees receive information regarding NWEA (MAP testing) MOY performance data from Hirschi Middle School as presented by Mr. Zach Craddock, Superintendent of Third Future Schools, as submitted by Cody Blair, Executive Director of Secondary Schools, and as recommended by Dr. Donny Lee, WFISD Superintendent of Schools.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 20, 2026**

**Agenda Item:** Elementary Curriculum Specialist Presentation

**Administrator Responsible:** Jeff Hill Executive Director of Elementary Schools, Jennifer Davenport 1-5 RLA/Social Studies Specialist, Kellie Hare, 1-5 Math/Science Specialist

**Attachments:** No Attachment

Action Needed       Future Action       Presentation       Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees receive information regarding elementary curriculum support as submitted by Jeff Hill, Executive Director of Elementary Schools, and as recommended by Dr. Donny Lee, WFISD Superintendent of Schools.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 20, 2026**

<b>Agenda Item:</b>	Architectural, Engineering and Related Services for Possible Bond Projects and/or Future Renovations		
<b>Administrator Responsible:</b>	Leah Horton, Chief Financial Officer		
<b>Attachments:</b>	Evaluation Results / Ranking		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees accept the recommendation to negotiate fees for architectural, engineering and related services fees, for non-bond projects, with BYSParchitects, as well as to accept the recommendation to negotiate fees for architectural, engineering and related fees, for bond-related projects, with WRA Architects, Inc. as submitted by Leah Horton, Chief Financial Officer and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

Wichita Falls ISD is seeking an architectural firm to represent the district for possible bond projects and/or non-bond projects. The RFQ was published twice in the Times Record News and posted on the district's online procurement site. Ten (10) firms submitted proposals with four firms selected for presentations/interviews. Interviews were held on Friday, December 12, 2025. The evaluation committee consisted of Dr. Cody Blair, Director of Secondary Schools, Ashley Thomas, Communications Officer, Chris Fain, Director of Maintenance, and Kim Thorne, Associate Director of Special Programs.

The interviews consisted of each firm's presentations in response to a qualification questionnaire provided by the district for the firms to provide detail regarding services and experiences, and each presentation/interview was followed by a question and answer period.

The committee recommends negotiating services with BYSP architects for non-bond services and with WRA Architects, Inc. for all-inclusive bond services for bond campaign(s) held within the contractual period. Any resulting contract reached will be for a period of one (1) year, with up to four (4) 1-year options at the mutual agreement of district and firm.

Primarily, related fees will be paid from budgeted funds. After approval from the Board of Trustees on the ranking of the firms, contracted fees will be negotiated. If the district is unable to agree with the top ranked firm in each category, it will end negotiation with the first ranked firm and move to the next.

**Fiscal Note:**

Multi-year agreements require Board of Trustees approval per policy, CH Local. Specific projects within the contracts of \$100,000 (or more) will be individually submitted for Board approval in advance of the expenditure.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 20, 2026**

<b>Agenda Item:</b>	Closure and Consolidation of Schools		
<b>Administrator Responsible:</b>	Hafley, Scot, Assistant Superintendent		
<b>Attachments:</b>	No Attachment		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approve the closure of Jefferson Elementary and opening of McNiel Elementary per policy CT local as submitted by Scot Hafley, Assistant Superintendent, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

**Fiscal Note:**

**WICHITA FALLS ISD BOARD OF TRUSTEES  
JANUARY 20, 2026**

<b>Agenda Item:</b>	Minutes		
<b>Administrator Responsible:</b>	Dr. Donny Lee, Superintendent of Schools		
<b>Attachments:</b>	Minutes of Work Session, December 8, 2025 Minutes of Regular Meeting, December 15, 2025		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approves the proposed minutes of a work session on December 8 2025, and a regular meeting on December 15, 2025 as submitted by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

The following are copies of the minutes referenced above. These minutes will become official upon approval by the Board.

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES WFISD  
ADMINISTRATION BUILDING – BOARD ROOM  
WORK SESSION MEETING DECEMBER 8, 2025**

***CALL TO ORDER AND OPENING STATEMENT:***

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 5:00 p.m. by Mr. Mark Lukert, board president.

Board members present: Mr. Mark Lukert, Ms Katherine McGregor, Mr. Jim Johnson, Ms. Sandy Camp, Ms Diann Scroggins and Mr. John Barnard. Ms Susan Grisel was absent. Mr. Lukert noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Ms. Denise Williams, Director of Human Resources, Ms. Leah Horton, Chief Financial Officer, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, Ms. Debbie Dipprey, Executive Director of School Administration, Ms. Ashley Thomas, Communications Officer, Ms. Jennifer Spurgers, Assistant Director of Human Resources, Mr. Scot Hafley Assistant Superintendent of Operations, Dr. Cody Blair, Director of Secondary Schools, Mr. Jeff Hill, Director of School Administration, Ms. Trish Potts, Internal Auditor, Ms. Lauren Zotz, Director of Purchasing, Mr. Chris Fain, Director of Maintenance, Chief Anthony Smith, WFISD PD, Mr. Larry Menefee, Director of Student Services, Ms. Alefia Paris-Toulon, Executive Director of Special Programs and Mr. Cason Bennett, Zundy Elementary Assistant Principal

Others present: Mr. Farai Sithole, Director of Chartwells, Chartwells staff and the media.

***INVOCATION:***

Ms. Sandy Camp gave the invocation.

***PUBLIC COMMENT:***

Mr. Cason Bennett, WFISD Staff- Presented an alternate student calendar for the 26-27 year that included a week off for teachers and students in October.

***FINANCIAL SERVICES:***

**FINANCIAL REPORTS AS OF OCTOBER 31, 2025**

Mr. Jim Johnson, seconded by Mr. John Barnard, motioned that the Wichita Falls Independent School District Board of Trustees approves the attached year- to-date financial reports and investment reports as submitted by Leah Horton, Chief Financial Officer, and is recommended by Dr. Donny Lee, Superintendent of Schools.

Carried by a vote of 5-0

\*Ms Katherine McGregor stepped out and did not vote

**BUDGET ADMENDMENTS FOR NOVEMBER 2025**

Mr. Jim Johnson, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the budget amendments as submitted by Leah Horton, Chief Financial Officer and recommended by Dr. Donny Lee, Superintendent of Schools.

Carried by a vote of 5-0

Ms Katherine McGregor was still out and did not vote

**CONSTRUCTION METHOD FOR ZUNDY ELEMENTARY REFRESH PROJECT**

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees review the construction method and designate the methodology to be utilized for the construction as related to the Zundy Refresh Project, as submitted and as recommended by Dr. Donny Lee, Superintendent of Schools.

Replacement projects exceeding \$50,000 are considered "construction," and per Policy CV(Local), "Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000."

Available options for construction methods include the following Board Policies:

- CVA – Competitive Bidding (Traditional Method)
- CVB – Competitive Sealed Proposals (Traditional Method)
- CVC – Construction Manager-Agent
- CVD – Construction Manager-at-Risk
- CVE – Design-Build
- CVF – Job Order Contracts

The Board may select the method solely at the Board’s discretion or may consider the district staff recommendation of the most advantageous method(s) expected to result in on-time and within budget results.

Competitive Sealed Proposal (CSP) (Traditional Method, Policy CVB) is a procurement method by which a district requests proposals, ranks the offerors, negotiates as prescribed (starting with the highest-ranking response), and subsequently contracts with a general contractor for the construction, rehabilitation, alteration, or repair of a facility. In selecting a contractor through competitive sealed proposals, a district shall follow the procedures provided by Government Code 2269, Subchapter D. Gov't Code 2269.151.

The CSP is preceded by a Request for Qualifications (RFQ) in which responding vendors are ranked based on qualifications and experience, without consideration of price. After the qualifications are evaluated and scored, the proposed project pricing is unsealed and scored/weighted against the lowest price, for the vendor ranking of all proposals. Per Texas Government Code §2269, after proposals are evaluated, scored and ranked, the district may negotiate only with the highest-ranked proposer for construction services. If a satisfactory agreement cannot be reached, negotiations are ended and the district may then proceed with the next highest-ranked proposer, in order, until a contract is finalized.

This item will be placed on the consent agenda for the regular meeting on December 15, 2025

**FRANKLIN ELEMENTARY ROOF REPLACEMENT**

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees purchase the Franklin Elementary School roof replacement project from Lydick-Hooks Roofing in the amount of \$209,671.00 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

The Franklin Elementary School roof is slate (stone) and in need of replacement. It is the district’s recommendation to replace the slate roof with a shingle roof. The replacement includes inspection (and potential repair/replacement) of roof decking, installation of a 15-pound felt, nailed to the wood decking, followed by a 30-year dimensional shingle roof with new drip edge, gutters, downspouts and bird boxes, with the price including all City permitting and the disposal of all debris as required by law. This purchase includes a 2-year workmanship warranty. The replacement roof outlined herein is awarded utilizing WFISD’s RFP 2526-10-P-27 Job Order Contract (Trades Bid) award with subsequent quotes obtained for the project (one additional vendor quoted on a TexBuy award). The RFP was advertised twice in the Times Record News and made available on WFISD’s electronic bid platform.

Vendor	Lydick-Hooks Roofing	Cornerstone Roofing	Parsons Roofing
City, ST	Wichita Falls, TX	Wichita Falls, TX	Waco, TX
Purchasing Contract	RFP 2526-10-P-27	RFP 2526-10-P-27	TexBuy #022-020
Total Quote	<b>\$207,671.00</b>	\$237,660.50	\$354,518.00
With Estimated Deck Repair (100sf)	<b>\$209,671.00</b>	\$238,560.50	\$355,418.00

This item will be placed on the consent agenda for the regular meeting on December 15, 2025

\*Ms Katherine McGregor returned to the meeting

## ***COMMUNICATIONS***

### **ADOPTION OF THE 26-27 SCHOOL CALENDAR**

Ms. Ashley Thomas, Communications Officer, requested that the Wichita Falls Independent School District Board of Trustees adopt the 2026-2027 School Calendar “Option 1” as presented and recommended by Dr. Donny Lee, Superintendent of Schools.

The District Advisory Committee (DAC) met in November to review the two drafts of the 2026-2027 calendar. Following the committee meeting, a survey was shared with parents and staff through ParentSquare. Adjustments were made to the calendar drafts based on survey feedback. On December 2, both revised drafts were shared with DAC members via email, and they were invited to vote for their preferred version. Of the 24 members who participated in the poll, 58% expressed a preference for Calendar Draft Option 1.

Action on this agenda item was tabled until the regular meeting on December 15, 2025

## ***DISTRICT OPERATIONS***

### **CHARTWELLS UPDATE**

Mr. Farai Sithole, Director of Chartwells, presented information to the Wichita Falls Board of Trustees on the current status of the Child Nutrition Department.

## ***SCHOOL ADMINISTRATION***

### **APPROVAL OF APPLICATION FOR 1882 BENEFITS AND EXPANSION CONTRACT WITH THIRD FUTURE SCHOOLS**

Ms. Katherine McGregor, seconded by Mr. Jim Johnson, motioned that the Wichita Falls Independent School District Board of Trustees approve the Expansion Contract with Third Future Schools and the Application for 1882 Benefits as submitted by Debbie Dipprey, Executive Director of School Administration and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 6-0

## ***HUMAN RESOURCES:***

### **PERSONNEL REPORT**

Ms. Denise Williams, Director of Human Resources, reported to the Wichita Falls Independent School District Board of Trustees a review of employee resignations/retirements that have been submitted since the last Work Session board meeting. The resignations/retirements have been accepted by Dr. Donny Lee, Superintendent of Schools, in accordance with the requirements of Policy DFE (LOCAL).

### **TEACHER APPLICANT POOL**

Ms. Diann Scroggins, seconded by Ms. Sandy Camp, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool and addendum.

Carried unanimously by a vote of 6-0

## ***BOARD MATTERS:***

### **BOARD MINUTES:**

Dr. Donny Lee, Superintendent of Schools requested that the Wichita Falls Independent School District Board of Trustees approves the proposed minutes of a work session on November 10 2025, and a regular meeting on November 17, 2025 as submitted by Dr. Donny Lee, Superintendent of Schools.

These items will be placed on the consent agenda for the regular meeting on December 15, 2025

**UPCOMING EVENTS:**

Ms. Ashley Thomas, Communications Officer, informed the Board of Trustees on the events happening around the district.

**RECESS:**

Mr. Mark Lukert, board president, recessed the work session to go into closed session at 5:46 pm.

**CLOSED SESSION:**

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)

**ADJOURNED:**

With no more action to take, Mr. Mark Lukert, board president, adjourned the meeting from closed session at 6:33pm.

---

President, Board of Trustees

---

Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
REGULAR SESSION MEETING DECEMBER 15, 2025**

***CALL TO ORDER AND OPENING STATEMENT:***

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 6:00 p.m. by Mr. Mark Lukert, board president.

Board members present: Mr. Mark Lukert, Mr. John Barnard, Ms. Susan Grisel, Ms Diann Scroggins, Ms. Sandy Camp, Mr. Jim Johnson and Ms Katherine McGregor. Mr. Lukert noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Mr. Scot Hafley, Assistant Superintendent of Operations, Ms. Deb Dipprey, Executive Director of School Administration, Ms. Leah Horton, Chief Financial Officer, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, Ms. Keli Sims, Administrative Assistant to the HR Director, Ms. Ashley Thomas, Communications Officer, Mr. Jeff Hill, Director of School Administration, Chief Anthony Smith, WFISD PD, Ms. Denise Williams, Director of Human Resources, Ms Jennifer Spurgers, Asst Director of Human Resources, Ms. Alefia Paris-Toulon, Executive Director of Special Programs, Dr. Cody Blair, Director of Secondary Schools, Mr. Chad Johnson, Multimedia Specialist, Ms Kim Smith, West Elementary Principal, Ms. Kourtney Kubala, Classroom Instructor, Ms Kelli Marion, West Elementary Teacher, Ms Katie Nolan, Memorial High School College & Career Advisor, Jessica Dixon, Legacy College & Career Advisor and several other WFISD staff members.

Also present: Ms. Chelsea Streeter, Mr. & Ms Tommy McCulloch, other parents and media.

***PRESENTATION OF COLORS:***

Memorial High School JROTC

***INVOCATION:***

Ms. Diann Scroggins gave the invocation.

***PRESENTATION:***

**NATIONAL MERIT COMMENDED SCHOLAR**

Dr. Cody Blair, Director of Secondary Schools, requested that the Wichita Falls Independent School District Board of Trustees recognizes WFISD's National Merit Commended student as recommended by Dr. Donny Lee, Superintendent.

Over 1.3 million juniors in about 20,000 high schools entered the 2026 National Merit Scholarship Program by taking the 2024 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®), which served as an initial screen of program entrants.

Approximately 34,000 high scorers were named National Merit Commended students. We are proud to have one National Merit Commended student in WFISD.

Jimin Park - Memorial High School

**COLLEGE BOARD NATIONAL RECOGNITION SCHOLARS**

Dr. Cody Blair, Director of Secondary Schools, requested that the Wichita Falls Independent School District Board of Trustees recognizes students who received College Board National Recognition as recommended by Dr. Donny Lee, Superintendent.

In August 2025, College Board awarded thousands of students from across the country with academic honors through the annual National Recognition Program. The programs celebrate underrepresented students who excel academically on College Board assessments, including PSAT/NMSQT®, PSAT™ 10, and AP® Exams.

**Legacy High School**

Shawn Chandler: First Generation Recognition Award

Keira Dassinger: School Recognition Award

Ethan Earley: School Recognition Award

Benjamin Felix: School Recognition Award, First Generation Recognition Award

Jackson McCaskill: School Recognition Award, First Generation Recognition Award

Briggs Moore: School Recognition Award  
Elizabeth Salazar: First Generation Recognition Award  
Chloe Scholer: School Recognition Award  
Scotland Skinner: School Recognition Award  
Isabella Snowden: School Recognition Award, First Generation Recognition Award  
Lucy Worley: School Recognition Award, First Generation Recognition Award

**Memorial High School**

Caleb Jackson: School Recognition Award  
Jimin Park: School Recognition Award  
Jinoo Park: School Recognition Award  
Jacob Swafford: School Recognition Award  
Jacob Tuten: School Recognition Award

***PUBLIC COMMENT:***

Kourtney Kubala, West Foundation Elementary Classroom Instructor: spoke about concerns with the rezoning of the elementary schools, especially West Elementary

Chelsea Streeter, West Elementary Parent: spoke about the negative effects of the rezoning of a portion of West Foundation Elementary students.

Kelly Marion, West Elementary Teacher: voiced her concerns with the loss of students and staff at West Foundation Elementary due to rezoning to McNiel Elementary

Tommy McCulloch, West Foundation Elementary Grandparent: requested that the Board of Trustees rethink the district lines for the elementary schools on the West side of town to align with prospected growth and age of school buildings.

***SUPERINTENDENT'S REPORT:***

Dr. Donny Lee, Superintendent of Schools, gave a report on the following:

- 2025 Christmas card design winner; West Foundation Student Montgomery Garrett
- 12,436 student enrollment (12,611 November 24/25) ADA 94.06%
- Priority 4: Stewardship
  - Faculty 4.2-Systemic, Long-Range Facility Planning
    - Went over photos taken today of McNiel Renovation progress
    - Budgeted \$14 million, bids came in under at \$12 million
    - To be funded from a Maintenance tax note
    - Project is on budget and on time
- TEA Update
  - WFISD sent legal argument that partnering with Third Future Schools was the same as closing the Hirschi Middle School
  - Spoke with TEA Commissioner last week
    - He will have an answer by the end of January 2026
- High School Bands' London New Year's Eve trip has been 100% funded.

***REPORTS AND SPECIAL DISCUSSION ITEMS***

**CONSENT AGENDA:**

Construction Method for Zundy Elementary Refresh Project  
Franklin Elementary Road Replacement  
November Meetings Minutes

Ms. Katherine McGregor, seconded by Mr. Jim Johnson, motioned that the Wichita Falls Independent School District Board of Trustees approve items placed on the Consent Agenda at the December 8, 2025 meeting.

Carried unanimously by a vote of 7 – 0

**COMMUNICATIONS**

**ADOPTION OF 2026-2027 SCHOOL CALENDAR:**

Ms. Susan Grisel, seconded by Mr. John Barnard, motioned that the Wichita Falls Independent School District Board of Trustees adopt the 2026-2027 School Calendar Option 1-A as presented by Ashley Thomas, Communications Officer, and recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7 – 0

**DISTRICT OPERATIONS:**

**ADOPTION OF POLICY CFC (LOCAL) ACCOUNTY: AUDITS-SECOND READING**

Ms. Katherine McGregor, seconded by Ms Sandy Camp, motioned that the Wichita Falls Independent School District Board of Trustees adopt Board Policy CFC (Local), as submitted by Scot Hafley, Assistant Superintendent of Operations and recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7 – 0

**HUMAN RESOURCES:**

**TEACHER APPLICANT POOL**

Ms Diann Scroggins, seconded by Ms. Katherine McGregor, motioned that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool addendum.

Carried unanimously by a vote of 7 – 0

**INTRODUCTION OF NEW ATHLETIC DIRECTOR**

Mr. Scot Hafley, Assistant Superintendent of Operations, introduced Mr. Devon Dorris, new WFISD Athletic Director and his wife, Keri to the Board of Trustees. Mr. Dorris spoke of his excitement and eagerness to be apart of the WFISD team and his appreciation for the opportunity to work and be a part of WFISD.

**BOARD MATTERS:**

**RENEWAL OF MEMBERSHIP IN WALSH GALLEGOS’S RETAINER PROGRAM**

Ms. Katherine McGregor, seconded by Mr. John Barnard, motioned that the Wichita Falls Independent School District Board of Trustees renew the Walsh Gallegos Retainer Program Agreement as recommended and submitted by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7 – 0

**RECESS:**

Mr. Mark Lukert, board president, recessed to go into closed session at 6:58 pm.

**CLOSED SESSION:**

1. Consider and Discuss Contract of the Superintendent (Pursuant to Texas Government Code 551.074)
2. Attorney Consultation Related to Employment and Contract of the Superintendent (Pursuant to Texas Government Code 551.071)
3. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)

**ADJOURNMENT:**

No further action was taken and Mr. Mark Lukert, board president, adjourned the meeting at 8:23pm.

---

President, Board of Trustees

---

Secretary, Board of Trustees

# WICHITA FALLS ISD BOARD OF TRUSTEES

January 20, 2026

Agenda Item:	Construction Method for Zundy Elevator Modernization		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:	None		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

### Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees review for approval the construction method and designate the methodology to be utilized for the construction as related to the Zundy Elevator Modernization Project, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

### Explanation:

Replacement projects exceeding \$50,000 are considered "construction," and per Policy CV(Local), "Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000."

Available options for construction methods include the following Board Policies:

**CVA – Competitive Bidding (Traditional Method)**

CVB – Competitive Sealed Proposals (Traditional Method)

CVC – Construction Manager-Agent

CVD – Construction Manager-at-Risk

CVE – Design-Build

CVF – Job Order Contracts

The Board may select the method solely at the Board's discretion or may consider the district staff recommendation of the most advantageous method(s) expected to result in on-time and within budget results.

**Competitive Bidding (RFP) (Traditional Method) per Policy CVA:** "Competitive bidding" is a procurement method by which a district contracts with a contractor for the construction, alteration, rehabilitation, or repair of a facility by awarding the contract to the lowest responsible bidder.

Except as otherwise provided by Government Code Chapter 2269 or other law, a district may contract for the construction, alteration, rehabilitation, or repair of a facility only after the district advertises for bids for the contract in a manner prescribed by law, receives competitive bids, and awards the contract to the lowest responsible bidder. The district shall prepare a request for competitive bids that includes construction documents, estimated budget, project scope, estimated project completion date, and other information that a contractor may require to submit a bid. Gov't Code 2269.103

The district shall select or designate an architect or engineer in accordance with Occupations Code Chapter 1051 or 1001, as applicable, to prepare the construction documents required for a project to be awarded by competitive bidding. Gov't Code 2269.102 [See CV]

### Fiscal Note:

As per Policy CV-Legal, "For a contract entered into by a board under a method provided by Government Code 2269, the board shall publish notice of the time and place the bid or proposal or request for qualifications will be received and opened in a manner prescribed by law."

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 20, 2026**

<b>Agenda Item:</b>	Purchase of Six (6) New Buses		
<b>Administrator Responsible:</b>	Leah Horton, Chief Financial Officer		
<b>Attachments:</b>	Quote		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approve the purchase of six (6) new school buses from LongHorn Bus Sales for a total of \$930,446.00, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

To reduce overall cost of maintenance of aging buses, bus purchases are evaluated annually to determine how many buses to purchase each year in anticipation of offering older buses for surplus and to account for the number of home-to-school student transportation needs in the future. The Transportation Department (led by Assistant Superintendent Scot Hafley) has determined to move forward with International Bus (“ICBus”) to further reduce maintenance issues and extend bus life.

The purchase will be made via Buyboard 722-23, which was advertised twice in multiple publications. LongHorn Bus is the only Texas certified seller of IC Buses. No other quotes were obtained due to this limitation.

<b>LongHorn Bus (IC Bus)</b>			
	Pricing per Bus	Lead Time ARO	Line Price
<b>Qty 6, 77-Passenger Conventional Bus (no lift)</b>	\$154,941.00	In Stock, 60-90 days (for installation of aftermarket Items)	\$929,646.00
<b>Buyboard Fee (per Purchase Order)</b>			<b>\$800.00</b>
<b>Grand Total</b>			<b>\$930,446.00</b>

**Fiscal Note:**

These buses will be purchased out of Fund Balance. This purchase exceeds \$100,000 and requires the Board of Trustees approval per policy, CH Local.



## Wichita Falls I.S.D.

Date: January 9, 2026

Body Manufacturer: IC Corp	Model: C3411 CE SCHOOL BUS
Chassis Manufacturer: IC Corp	Model: PB110 (2026)
Capacity: 77 Passengers	Number of units: 6
<b>Price/Unit: \$154,941.00</b>	<b>TOTAL: \$929,646.00</b>

*Prices are good 30 days from date of this proposal.*

Standard Body Specifications	Chassis Specifications																																																						
78" headroom standard 13 rows of 3pt seats with gray upholstery National air suspension driver seat w/ cloth insert, gray Modesty panel under barrier behind driver First aid kit, body fluid clean-up kit, safety triangles, 5lb fire extinguisher & belt cutter 16 ga. steel exterior body side panels Skirt mounted battery box w/slide out tray Full insulation ( <i>roof/sides</i> ) Full length acoustical ceiling panels Body undercoating, fire resistant 3-piece bonded windshield w/tint & L/R assist handles Windshield wipers, w/automatic headlamp activation Stepwell; preformed NaviFlex coated pebble tread Black rubber flooring w/ aluminum aisle strips School bus yellow paint w/ black rub rails & bumpers White interior paint Rear view mirror inside ( <i>6 x 30</i> ) w/ visor Rosco mini Hawk-Eye cross over mirrors Rosco rearview mirrors ( <i>black, motorized, heated</i> ) Warning lights, 8-lamp, LED strobing; black back-ground flasher system, red lights active w/ door open Pre-trip exterior light check LED interior passenger dome lights LED driver dome on separate switch LED step well light State spec LED exterior light package	<table style="width: 100%; border: none;"> <tr><td>Engine:</td><td>Cummins ISB 6.7</td></tr> <tr><td>Horsepower:</td><td>240</td></tr> <tr><td>Torque:</td><td>560 lb-ft</td></tr> <tr><td>Wheelbase:</td><td>276"</td></tr> <tr><td>Transmission:</td><td>Allison 2500 6sp, 6<sup>th</sup> gen. controls</td></tr> <tr><td>Shift control:</td><td>Stalk shifter, column mounted</td></tr> <tr><td>Alternator:</td><td>325 amp</td></tr> <tr><td>Battery system:</td><td>3, 12 volt 2850 CCA</td></tr> <tr><td>Brakes:</td><td>Full air; 5" front, 7" rear</td></tr> <tr><td>Air dryer:</td><td>Bendix AD-9SI w/heater</td></tr> <tr><td>Front axle:</td><td>10,000#, lubricated</td></tr> <tr><td>Rear axle:</td><td>21,000#, lubricated</td></tr> <tr><td>Tires:</td><td>11R22.5 LRH all-position</td></tr> <tr><td>Wheels:</td><td>8.25x22.5 black steel 2-hand hole</td></tr> <tr><td>Fuel tank:</td><td>100 gallon between frame rails</td></tr> <tr><td>DEF tank:</td><td>16.5 gallon</td></tr> <tr><td>Steering, power:</td><td>Tilt w/switch controls (<i>4 PGM</i>)</td></tr> <tr><td>Power source:</td><td>USB A &amp; C in driver storage bin</td></tr> <tr><td>Communication module</td><td>OTA programming w/ 5yr data plan and International 360</td></tr> <tr><td>Fuel/Water separator:</td><td>Racor 400 series</td></tr> <tr><td>Gauge cluster:</td><td>Premium 5" LCD color display</td></tr> <tr><td>Air cleaner rest. gauge</td><td>Mounted on air cleaner</td></tr> <tr><td>Cruise control</td><td></td></tr> <tr><td>Idle mgmt. system</td><td></td></tr> <tr><td>Air-ride suspension</td><td></td></tr> <tr><td>Warning buzzers</td><td></td></tr> <tr><td>Auto. slack adjusters</td><td></td></tr> </table>	Engine:	Cummins ISB 6.7	Horsepower:	240	Torque:	560 lb-ft	Wheelbase:	276"	Transmission:	Allison 2500 6sp, 6 <sup>th</sup> gen. controls	Shift control:	Stalk shifter, column mounted	Alternator:	325 amp	Battery system:	3, 12 volt 2850 CCA	Brakes:	Full air; 5" front, 7" rear	Air dryer:	Bendix AD-9SI w/heater	Front axle:	10,000#, lubricated	Rear axle:	21,000#, lubricated	Tires:	11R22.5 LRH all-position	Wheels:	8.25x22.5 black steel 2-hand hole	Fuel tank:	100 gallon between frame rails	DEF tank:	16.5 gallon	Steering, power:	Tilt w/switch controls ( <i>4 PGM</i> )	Power source:	USB A & C in driver storage bin	Communication module	OTA programming w/ 5yr data plan and International 360	Fuel/Water separator:	Racor 400 series	Gauge cluster:	Premium 5" LCD color display	Air cleaner rest. gauge	Mounted on air cleaner	Cruise control		Idle mgmt. system		Air-ride suspension		Warning buzzers		Auto. slack adjusters	
Engine:	Cummins ISB 6.7																																																						
Horsepower:	240																																																						
Torque:	560 lb-ft																																																						
Wheelbase:	276"																																																						
Transmission:	Allison 2500 6sp, 6 <sup>th</sup> gen. controls																																																						
Shift control:	Stalk shifter, column mounted																																																						
Alternator:	325 amp																																																						
Battery system:	3, 12 volt 2850 CCA																																																						
Brakes:	Full air; 5" front, 7" rear																																																						
Air dryer:	Bendix AD-9SI w/heater																																																						
Front axle:	10,000#, lubricated																																																						
Rear axle:	21,000#, lubricated																																																						
Tires:	11R22.5 LRH all-position																																																						
Wheels:	8.25x22.5 black steel 2-hand hole																																																						
Fuel tank:	100 gallon between frame rails																																																						
DEF tank:	16.5 gallon																																																						
Steering, power:	Tilt w/switch controls ( <i>4 PGM</i> )																																																						
Power source:	USB A & C in driver storage bin																																																						
Communication module	OTA programming w/ 5yr data plan and International 360																																																						
Fuel/Water separator:	Racor 400 series																																																						
Gauge cluster:	Premium 5" LCD color display																																																						
Air cleaner rest. gauge	Mounted on air cleaner																																																						
Cruise control																																																							
Idle mgmt. system																																																							
Air-ride suspension																																																							
Warning buzzers																																																							
Auto. slack adjusters																																																							

Body Options Included	Chassis Options Included
Tail pipe, exits left side through bumper Dash air conditioner w/ integral heater / defroster and automotive style driver controls Collision mitigation; Bendix Wingman Advanced Digital clock in driver area Drivers' area defrost fan ( <i>left</i> ) Drivers' overhead storage compartment AM/FM/USB Input/Aus. Input/PA system 8 speakers mounted in light bar Waste container; removable in driver area Handrails; dual height SS each side of entry Entry door - Air, outward opening; full length single panel laminated door panel glass and keyed lock Lock; rear door w/ignition starter interlock White roof Reflective material per state specs Air stop arms; front and rear Specialty roof hatches (2) Four emergency E/E windows, vertical hinge Windows, passenger; laminated tint split sash LED strobe light Monitor, post trip inspection "Child Reminder" Sub floor 5/8" 5-ply plywood sub floor 84,500 BTU rear heater	Bendix 4-channel ABS brakes with electronic stability and automatic traction control Bendix Intellipark electronic parking brake w/interlock Engine exhaust brake Headlamps, halogen w/daytime running lights & automatic twilight controlled. Multi-function rotary switch left of driver black grille with chrome surround Throttle ( <i>electronic hand control</i> ) Warranty towing: 24 months/Unlimited miles to nearest IC bus dealer  <hr/> <p style="text-align: center;"><b>Additional Aftermarkets and Services</b></p> <hr/> PDI DOT Inspection Lettering ( <b>WICHITA FALLS I.S.D.</b> ) Govern speed set at 65mph Weight Slip Air conditioning 126K BTU ( <i>2 bulkheads and drivers dash</i> ) Gatekeeper 3 camera system Crossing gate  <hr/> <p style="text-align: center;"><b>Option</b></p> <hr/> LED Illuminated "SCHOOL BUS" signs -- \$1,750.00 <i>(front/rear)</i>

Both body and chassis specifications meet or exceed Texas School Bus Specification # 070-SB-16 for 2018.

**Authorized Signature** \_\_\_\_\_

All stock buses are subject to prior sale.

**Buy Board fee not included. If purchasing through Buy Board, and additional \$800.00 must be applied to purchase order (fee is per purchase order not per bus). Longhorn Buy Board number 722-23.**

Estimated delivery is 60 -180 days from receipt of PO (dependent on whether bus is built or scheduled to build). Longhorn Bus Sales will not be held responsible for material shortages or delays due to the global COVID-19 pandemic or any other reasons outside our control of the represented OEMs (IC Corp) or third-party vendors used to complete a customers' bus equipment. A bus may be delivered without third-party products (i.e., A/C, GPS, two-way radios, camera surveillance, etc.) and will be installed when available. These shortages will not hold up invoicing of payments for delivered goods.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 20, 2026**

<b>Agenda Item:</b>	Canva Education		
<b>Administrator Responsible:</b>	Ashley Thomas, Communications Officer		
<b>Attachments:</b>	None		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input type="checkbox"/> Presentations	<input type="checkbox"/> Report

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees approve the renewal of Canva Education as submitted by Ashley Thomas, Communications Officer and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

Canva Education is a free, visual design platform for K-12 teachers, students, and districts, offering premium features, thousands of educational templates (lesson plans, worksheets, presentations), and collaboration tools, with secure LMS integrations (Google Classroom, Canvas, etc.) and strong privacy compliance (FERPA/COPPA) to help create engaging classroom materials and facilitate project-based learning. The renewal is for a three-year period offered at no cost to school districts.

**Explanation:**

This is a multiple year renewal requiring Board of Trustees approval per policy, CH Local.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 20, 2026**

<b>Agenda Item:</b>	TASB Recommended Policy Update 126 – 2nd Reading (LEGAL) Policies (LOCAL) Policies (See attached list)
<b>Administrator Responsible:</b>	Scot Hafley, Assistant Superintendent of Operations
<b>Attachments:</b>	Annotated policies for review
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action
<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees add, revise or delete (LOCAL) policies as offered by TASB Policy Service for consideration and according to the Instruction Sheet for TASB Localized Policy Manual Update 126 and policies revised as a result of Update 126 with the following changes as submitted by Scot Hafley, Assistant Superintendent of Operations, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

Update 126 includes revisions to legal policies based on legislative, regulatory and special session changes. Update 126 includes changes to local policy to address several remaining laws or changes to the Administrative Code. All referenced bills have already gone into effect unless otherwise noted.

**Fiscal Note:**

None

**LOCAL Policy Action List Update 126**

BE(LOCAL): BOARD MEETINGS

BED(LOCAL): BOARD MEETINGS - PUBLIC PARTICIPATION

CJ(LOCAL): CONTRACTED SERVICES

CJA(LOCAL): CONTRACTED SERVICES - BACKGROUND CHECKS AND REQUIRED REPORTING

CLE(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - REQUIRED DISPLAYS

CQB(LOCAL): TECHNOLOGY RESOURCES - CYBERSECURITY

CQD(LOCAL): TECHNOLOGY RESOURCES - ARTIFICIAL INTELLIGENCE

CSA(LOCAL): FACILITY STANDARDS - SAFETY AND SECURITY  
CV(LOCAL): FACILITIES CONSTRUCTION  
DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST  
DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES  
DFBB(LOCAL): TERM CONTRACTS - NONRENEWAL  
DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES  
DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT  
EEP(LOCAL): INSTRUCTIONAL ARRANGEMENTS - LESSON PLANS  
EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS  
EIA(LOCAL): ACADEMIC ACHIEVEMENT - GRADING/PROGRESS REPORTS TO PARENTS  
FA(LOCAL): PARENT RIGHTS AND RESPONSIBILITIES  
FEF(LOCAL): ATTENDANCE - RELEASED TIME  
FFB(LOCAL): STUDENT WELFARE - CRISIS INTERVENTION  
FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY  
FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT  
FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES  
FO(LOCAL): STUDENT DISCIPLINE  
FOB(LOCAL): STUDENT DISCIPLINE - SUSPENSION  
GF(LOCAL): PUBLIC COMPLAINTS  
GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES

**LOCAL Policy Revisions Due to the Review of Update 126**

EHBAF(LOCAL): SPECIAL EDUCATION - VIDEO/AUDIO MONITORING  
FFAC(LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT  
FM (LOCAL): STUDENT ACTIVITIES

BOARD MEETINGS

BE  
(LOCAL)

Meeting Place and Time

Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Agenda Review / Work Session

An agenda review/work session shall generally be held the week prior to the regular Board meeting. The Superintendent and other administrators shall present information on the proposed agenda items for the regular meeting and shall answer questions and furnish additional information as needed.

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the 10th calendar day before regular meetings and the 10th calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by at least two Board members.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or at least two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by at least two Board members without specific authorization from those Board members.

Deleted: District staff or

Deleted: 5:00 p.m. on

Deleted: fifth

Deleted: 5:00 p.m. on

Deleted: fifth

Deleted: No item shall be added to the agenda after the agenda is officially posted 72 hours prior to the scheduled Board meeting.

Deleted: The Superintendent is encouraged to include at least one report on student achievement or an issue closely related to student achievement at each regular Board meeting. The Board President or any two Board members

Deleted: a

Deleted: member

Deleted: individual

Deleted: a Board member without that Board member's

Deleted: Agenda Review Work Session

The Board shall meet as a committee of the whole, normally during the week prior to the regular Board meeting, to review and discuss the proposed agenda items for the regular Board meeting. The purpose of the meeting is not for final decisions, but to allow Board members to be fully informed about agenda items and to ask questions and request additional information. The Superintendent or designees shall present the proposed agenda items and be prepared to answer questions and furnish additional information. If any Board member requests additional information, the same information shall be delivered to all Board members no later than at the time of the delivery of the regular Board meeting agenda package. As a result of the agenda review meeting, the Superintendent, with the consent of the Board President, may remove any item from the agenda for the regular Board meeting or make appropriate revision to any item to reflect the discussion of the Board.

Any item that is not on the Board agenda for the agenda review work session shall not be included in the agenda for the next regular Board meeting except in the case of an emergency or in the best interests of the District. The Superintendent shall not add any item to the agenda after the agenda review work session without the prior approval of the Board President. Adding action items to the agenda after the agenda review work session shall be the exception and not the rule. Under unusual circumstances not within the reasonable control of the District's staff, an agenda review work session may also be posted as a special session

Deleted: 20/2019

Deleted: 114

BOARD MEETINGS

BE  
(LOCAL)

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least three business days prior to the scheduled date of the meeting and at least one hour prior to the time of an emergency meeting.

Deleted: 72 hours

Deleted: time

**Closed Meeting**

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.  
The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Deleted: **Public Access to Agenda**

The agenda shall be posted publicly in a timely fashion as required by law. In addition, the District shall post the agenda on the District's website. The District shall strive to provide copies of the agenda to guests at the Board meeting.

Deleted: for any reasonable reason

Deleted: requires otherwise

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members. The Board President may also change the order of business unless a majority of Board members present disagree.

Deleted: **Conduct of Meeting**

Board member protocol shall be as follows:  
Board members shall act and dress professionally.  
Board members shall handle all interactions with each other, the Superintendent, staff, and the public with respect.

**Rules of Order**

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Board members shall refrain from responding to speaker comments or addressing the audience during the open forum portion of the meeting. This does not apply to interaction with District staff members, consultants, or members of Board-appointed committees who are presenting reports or furnishing information to the Board.

Record Vote

Voting on any item shall be a record vote by show of hands or roll call, as directed by the Board President. Any member may abstain from voting on an item, and a member's vote or failure to vote shall be recorded in the minutes. [See BDAA(LOCAL) for the Board President's voting rights]

Discussions shall be addressed to the Board President, the Superintendent, and the other members of the Board. This does not apply to interaction with District staff members, consultants, or members of Board-appointed committees who are presenting reports or furnishing information to the Board.

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Discussions shall be directed solely to the business currently under deliberation, and the Board President reserves the right to halt discussions that do not apply to the business before the Board. The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired.

The Board President shall preside with fairness and provide Board members with equal time. No Board member shall be permitted to dominate.

The Board President shall not interfere with debate so long as members wish to address an item under consideration.

**Minutes**

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

Board members shall in every way strive to make Board meetings effective, efficient, and professional.

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member ma... [2]

[See CPC regarding retention of records.]

Deleted: The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours

Deleted: 20/2019

Deleted: 114

DATE ISSUED: 11/12/2025  
UPDATE 126  
BE(LOCAL)-X

Adopted: 2 of 3

Wichita Falls ISD  
243905

BOARD MEETINGS

BE  
(LOCAL)

Discussions and  
Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

DATE ISSUED: 11/12/2025  
UPDATE 126  
BE(LOCAL)-X

Adopted:

3 of 3

Deleted: 20/2019

Deleted: 114

**Page 1: [1] Deleted** **TASB** **11/13/25 12:43:00 AM**



**Page 2: [2] Deleted** **TASB** **11/13/25 12:43:00 AM**

**Limit on Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

**Public Comment**

Public comment shall occur at the beginning of the meeting. [See FA]

Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.

Deleted: Public comment shall occur at the beginning of the meeting. ¶

Meeting Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Deleted: make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Complaints and Concerns**

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution.

Deleted:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

DATE ISSUED: 11/12/2025  
UPDATE 126  
BED(LOCAL)-A

Adopted:

1 of 2

Deleted: 20/2019

Deleted: 114

Wichita Falls ISD  
243905

BOARD MEETINGS  
PUBLIC PARTICIPATION

BED  
(LOCAL)

**Disruption**

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

DATE ISSUED: 11/12/2025  
UPDATE 126  
BED(LOCAL)-A

Adopted:

2 of 2

Deleted: 20/2019

Deleted: 114

CONTRACTED SERVICES

CJ  
(LOCAL)

**Employment  
Assistance  
Prohibited**

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual 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 also DC for prohibitions relating to employees.]

Prohibited  
Classroom  
Instruction or  
Activities

A District contractor is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB(LEGAL)]. Violation of this policy shall result in termination of the contract. A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

Prohibition on  
Diversity, Equity,  
and Inclusion

A contract is subject to termination if the District contractor intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

[See BT(LEGAL)]

DATE ISSUED: 11/12/2025  
UPDATE 126  
CJ(LOCAL)-A

Adopted: 1 of 1

- Deleted: 1
- Deleted: 18/2017
- Deleted: 107

Wichita Falls ISD  
243905

CONTRACTED SERVICES  
BACKGROUND CHECKS AND REQUIRED REPORTING

CJA  
(LOCAL)

Deleted: CRIMINAL HISTORY

**Emergencies**

In an emergency due to a health or safety concern, a reasonably unforeseeable situation, or other exigent circumstance, the District employee who is in charge of the facility shall be authorized to determine whether an employee of a contracting or subcontracting entity who does not have the required criminal history record information (CHRI) review or who has a disqualifying conviction will be permitted to enter a District facility.

If allowed to enter the facility, the employee of the contracting or subcontracting entity shall be accompanied by a District employee at all times.

Deleted: 6

Deleted: 27/2018

Deleted: 111

DATE ISSUED: 11/12/2025  
UPDATE 126  
CJA(LOCAL)-A

Adopted:

1 of 1

Wichita Falls ISD  
243905

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT  
REQUIRED DISPLAYS

CLE  
(LOCAL)

Deleted: FLAG

The U.S. and Texas flags shall be prominently displayed in each classroom to which a student is assigned during the time that the pledges of allegiance to those flags are recited.

Deleted: 7

Deleted: 20/2016

Deleted: 105

DATE ISSUED: 11/12/2025  
UPDATE 126  
CLE(LOCAL)-A

Adopted:

1 of 1

**Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

**Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.

**Training** The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the [Texas Cyber Command](#); and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

**Security Breach and Cybersecurity Incident Notifications** Upon discovering or receiving notification of a breach of system security or a [cybersecurity](#) incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities [and provide any other notices](#) in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The District shall disclose a breach or incident involving sensitive, protected, or confidential student information as required by law.

Deleted: Department of Information Resources

Deleted: security

Deleted: 11/2023

Deleted: 3/18/2024

Deleted: 122

DATE ISSUED: 11/12/2025  
UPDATE 126  
CQB(LOCAL)-A

Adopted:

1 of 1

**Training**

The Board delegates to the Superintendent the authority to:

1. Determine the artificial intelligence (AI) training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the AI training requirements.

**Use in District**

Employees and students shall be permitted to explore AI and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes and shall never take the place of teacher and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See EIA(LOCAL), FFH, FFI, and the FO series]

**Building Access Control**

Audits of building access control shall include weekly inspections of instructional facilities during school hours to certify all exterior doors are, by default, set to closed, latched, and locked status and cannot be opened from the outside without a key.

The Superintendent shall ensure that the findings of the weekly inspections are:

1. Reported to the District safety and security committee; and
2. Reported to the campus principal or lead administrator of the instructional facility to ensure awareness of any deficiencies identified.

The campus principal or lead administrator shall assign appropriate staff to take action to reduce the likelihood of similar deficiencies in the future.

The results of the weekly reports shall be kept for review as part of the required safety and security audit.

The District's building access control procedures shall not be interpreted as discouraging parents or guardians who have been properly verified as authorized visitors from visiting their student's campus. [See GKC]

**Designation and Use of Private Spaces**

The Board shall ensure that the Superintendent, or appropriate staff as determined by the Superintendent, designates private spaces in accordance with law.

The Superintendent shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in District facilities.

DATE ISSUED: 11/12/2025  
UPDATE 126  
CSA(LOCAL)-A

Adopted:

1 of 1

- Deleted: 11/2023
- Deleted: 3/18/2024
- Deleted: 122

FACILITIES CONSTRUCTION

CV  
(LOCAL)

**Compliance with Law**

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

**Construction Contracts**

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above [the competitive purchasing threshold established in law](#). To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

Deleted: \$50,000

For construction contracts valued at or above \$50,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

---

**Note:** For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

---

**Change Orders**

Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

**Project Administration**

All construction projects shall be administered by the Superintendent.

Deleted: or designee

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

**Final Payment**

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

Deleted: 7

Deleted: 8/2021

Deleted: 117

DATE ISSUED: [11/12/2025](#)  
UPDATE [126](#)  
CV(LOCAL)-A

Adopted: 1 of 1

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

---

**Note:** For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

---

**Disclosure —  
General Standard**

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Deleted: Disclosure—General

**Specific Disclosures**  
Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

Annual Financial  
Management  
Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

**Gifts**

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

**Endorsements**

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

**Sales**

An employee shall not use his or her position with the District to attempt to sell products or services.

Deleted: 10

Deleted: 6/2015

Deleted: 103

DATE ISSUED: 11/12/2025  
UPDATE 126  
DBD(LOCAL)-A

Adopted:

1 of 2

Wichita Falls ISD  
243905

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

**Nonschool  
Employment**

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Private Tutoring

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

Personal Services  
Performed by an  
Administrator

An administrator, as defined in law, shall not receive any financial benefit for the performance of personal services except as permitted by and in accordance with law.

An administrator, other than a Superintendent or an assistant superintendent, who wishes to seek Board approval to perform personal services permitted by law shall submit that request to the Superintendent in accordance with administrative regulations.

DATE ISSUED: 11/12/2025  
UPDATE 126  
DBD(LOCAL)-A

Adopted:

2 of 2

Deleted: 10

Deleted: 6/2015

Deleted: 103


COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

<b>Leave Administration</b>	The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.
<b>Definitions</b>	The term "immediate family" is defined as:
Immediate Family	<ol style="list-style-type: none"><li>1. Spouse.</li><li>2. 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 <i>in loco parentis</i>.</li><li>3. Parent, stepparent, parent-in-law, or other individual who stands <i>in loco parentis</i> to the employee.</li><li>4. Sibling, stepsibling, and sibling-in-law.</li><li>5. Grandparent and grandchild.</li><li>6. Any person residing in the employee's household at the time of illness or death.</li></ol> <p>For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).</p>
Family Emergency	The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.
Leave Day	A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.
School Year	A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.
<a href="#">Daily Rate of Pay</a>	<a href="#">The "daily rate" of a contract employee, including a teacher, school counselor, or librarian, shall be computed by dividing the employee's annual salary by the number of duty days in the employee's contract year.</a>
Catastrophic Illness or Injury	A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions

DATE ISSUED: ~~11/12/2025~~  
[UPDATE 126](#)  
DEC(LOCAL)-X

Adopted: 1 of 8

- Deleted: 4
- Deleted: 22/2024
- Deleted:  3/18/2024
- Deleted: LDU 2024.03

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

---

**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

---

**Availability**

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

**State Leave Proration**

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

**Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

**State Personal Leave**

The Board requires employees to differentiate the manner in which state personal leave is used.

**Nondiscretionary Use**

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

**Discretionary Use**

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

DATE ISSUED: ~~11/12/2025~~  
[UPDATE 126](#)  
DEC(LOCAL)-X

Adopted:

2 of 8

Deleted: 4

Deleted: 22/2024

Deleted:  3/18/2024

Deleted: LDU 2024.03

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

<i>Request for Leave</i>	<p>In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.</p> <p>Discretionary use of state personal leave shall generally not exceed three consecutive workdays.</p> <p>Discretionary use of state personal leave may be extended by an additional two consecutive workdays if the request is documented to involve a member of the employee's immediate family on active duty for the call to or the return from a continuous military deployment of at least four months.</p>
<b>Local Leave</b>	<p>Each employee in a position normally requiring 10, 11, or 12 months of service shall earn five, six, or seven paid local leave days per school year, respectively, in accordance with administrative regulations.</p> <p>Local leave shall accumulate to a maximum of 90 leave days.</p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]</p>
<b>Unpaid Extended Sick Leave</b>	<p>After all available paid leave days and any applicable compensatory time have been exhausted, an employee who is not a member of the catastrophic sick leave bank shall be granted in a school year a maximum of five unpaid leave days of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury.</p> <p>A written request for extended sick leave must be accompanied by medical certification of the illness or injury.</p>
<b>Unpaid Special Leave</b>	<p>An employee who has exhausted all paid leave as well as any applicable compensatory shall be permitted to request up to five days of unpaid special leave for absences related to an immediate family member's call to active military duty or upon return from active military duty.</p>
<b>Catastrophic Sick Leave Bank</b>	<p>The District shall establish a sick leave bank that employees in a position normally requiring 10, 11, or 12 months of service may join through contribution of local leave.</p> <p>Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the</p>

DATE ISSUED: ~~11/12/2025~~  
UPDATE 126  
DEC(LOCAL)-X

Adopted:

3 of 8

Deleted: 4

**Deleted: Mental Health Leave**

A District peace officer or full-time District telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

**Quarantine Leave**

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance. The Superintendent shall develop regulations regarding quarantine leave that address the following:

- Continuation of all employment benefits and compensation for the duration of the leave;
- Reimbursement for reasonable costs related to the quarantine; and
- Other procedures deemed necessary for administering this provision.

**Line of Duty Illness or Injury Leave of Absence**

Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with law, the police officer may use accumulated leave.

Deleted: ten

Deleted: 4

Deleted: 22/2024

Deleted: 3/18/2024

Deleted: LDU 2024.03

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Unpaid Leave of Absence**

Studies or Sabbatical

A contract employee shall be permitted to request an unpaid leave of absence up to one year without pay to pursue graduate studies on a full-time basis. Each request shall be evaluated based on the needs of the District and the employee's personal reasons and goals.

Exchange Teacher

A teacher may request an unpaid leave of absence, not to exceed one year, to serve as a foreign exchange teacher. Each request shall be evaluated based on the availability of a satisfactory replacement for the time of absence.

Mental Health Leave

A District peace officer or full-time District telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

Deleted: **Family and Medical Leave**  
FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.  
*Note:- See DECA(LEGAL) for provisions addressing FMLA*

Quarantine Leave

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

Deleted: 4  
Deleted: 22/2024  
Deleted: 3/18/2024  
Deleted: LDU 2024.03

DATE ISSUED: 11/12/2025  
UPDATE 126  
DEC(LOCAL)-X

Adopted: 4 of 8

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

	<p><u>The Superintendent shall develop regulations regarding quarantine leave that address the following:</u></p> <ol style="list-style-type: none"><li><u>1. Continuation of all employment benefits and compensation for the duration of the leave;</u></li><li><u>2. Reimbursement for reasonable costs related to the quarantine; and</u></li><li><u>3. Other procedures deemed necessary for administering this provision.</u></li></ol>
<u>Line of Duty Illness or Injury Leave of Absence</u>	<p><u>Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with law, the police officer may use accumulated leave.</u></p>
<u>Family and Medical Leave</u>	<p><u>The District shall make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.</u></p>
<u>Concurrent Use of Paid Leave</u>	<p><u>FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable, except as provided below.</u></p>
<u>Exception</u>	<p><u>A teacher shall notify the appropriate administrator if they choose not to use paid leave concurrently with FMLA leave for an absence related to pregnancy or the birth or adoption of child.</u></p>
Twelve-Month Period	<p>For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.</p>
Combined Leave for Spouses	<p>When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.</p>
Intermittent or Reduced Schedule Leave	<p>The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.</p>
Certification of Leave	<p>When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.</p>
Fitness-for-Duty Certification	<p>In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.</p>

DATE ISSUED: ~~11/12/2025~~  
UPDATE 126  
DEC(LOCAL)-X

Adopted:

5 of 8

- Deleted: 4
- Deleted: 22/2024
- Deleted: 3/18/2024
- Deleted: LDU 2024.03

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
<b>Temporary Disability Leave</b>	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.</p> <p>The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.</p>
<b>Workers' Compensation</b>	<hr/> <p><b>Note:</b> Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.</p> <hr/> <p>An absence due to a work-related injury or illness shall be designated as state, local, vacation or compensatory time, FMLA leave, temporary disability leave, and/or assault leave, as applicable. Temporary income benefits are available after seven days of lost time at 70 percent pay.</p>
No Paid Leave Offset	The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]
<b>Court Appearances</b>	<p>Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.</p> <p>Absences for court appearances related to an employee's personal business shall be deducted from the employee's leave or, at the option of the employee, shall be taken as leave without pay.</p>
<b>Annual Payment for Unused Leave</b>	<p>Each employee shall receive an annual payment for unused local leave for each day that exceeds the allowable 90-day accumulation.</p> <p>The employee shall receive payment for each day of unused local leave that exceeds the allowable 90-day accumulation at the rate of \$30 per day. Days for which the employee received payment shall not be available to that employee for use in the District.</p>

DATE ISSUED: ~~11/12/2025~~  
UPDATE 126  
DEC(LOCAL)-X

Adopted:

6 of 8

- Deleted: 4
- Deleted: 22/2024
- Deleted: 3/18/2024
- Deleted: LDU 2024.03

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Absences that qualify under the FMLA and absences for bona fide religious holy days shall not count against the employee's eligibility for the incentive. [See DEC(LEGAL)]

The rate established by the Board shall be in effect until a new rate is adopted. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Payment for Unused Leave Upon Retirement**

The following leave provisions shall apply to an employee hired before May 1, 2000.

An employee who retires from the District shall be eligible for payment for accumulated state and local leave plus any local leave from the final year of employment under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee is retiring under the Teacher Retirement System of Texas (TRS).

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 90 days, at a rate of \$30 per day. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Payment for Accumulated Leave Upon Separation**

The following leave provisions shall apply to an employee who was hired on or after May 1, 2000.

An employee who separates from employment with the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.
2. The employee has at least five years of service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 90 days, at a rate of \$30 per day. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

DATE ISSUED: ~~11/12/2025~~  
[UPDATE 126](#)  
DEC(LOCAL)-X

Adopted: 7 of 8

Deleted: 4

Deleted: 22/2024

Deleted:   
3/18/2024

Deleted: LDU 2024.03

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

The District shall provide payment for accumulated local leave to the beneficiaries of an employee who dies while employed by the District. The employee must have had at least five years of service with the District and was not being discharged or nonrenewed. The beneficiaries of the employee shall receive payment for each day of accumulated local leave, to a maximum of 90 days, at a rate of \$30 per day.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Neutral Absence  
Control**

If an employee has excessive absences equal to four workdays and 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.

For purposes of this provision, excessive absence shall mean failure to appear for work when no leave applies to the absence and the absence is not excused on any other basis provided in law or District policy. Elective leaves, if any, shall apply to and excuse an absence when the leave has been duly elected by the employee and approved by the District and the absence qualifies for and falls within the leave period.

For purposes of this provision, a workday is a day the employee is required to perform services for the District in compliance with policy and the employment agreement between the employee and the District.

DATE ISSUED: ~~11/12/2025~~  
[UPDATE 126](#)  
DEC(LOCAL)-X

Adopted:

8 of 8

Deleted: 4

Deleted: 22/2024

Deleted:   
3/18/2024

Deleted: LDU 2024.03

**Reasons**

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. 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.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

Deleted: 9

Deleted: 19/2018

Deleted: LDU 2018.07

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. 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]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job, [with or without reasonable accommodation](#).
19. 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 employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. 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.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

DATE ISSUED: ~~11/12/2025~~  
[UPDATE 126](#)  
DFBB(LOCAL)-A1

Adopted:

2 of 6

Deleted: 9

Deleted: 19/2018

Deleted: LDU 2018.07

TERM CONTRACTS  
NONRENEWAL

DFBB  
(LOCAL)

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. [Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. \[See EMB\]](#)
35. [Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.](#)
36. Any reason constituting good cause for terminating the contract during its term.

Recommendations  
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's  
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed  
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

DATE ISSUED: [11/12/2025](#)  
[UPDATE 126](#)  
DFBB(LOCAL)-A1

Adopted:

3 of 6

- Deleted: 9
- Deleted: 19/2018
- Deleted: LDU 2018.07

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

**Request for Hearing**

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see Hearing by the Board, below] or an attorney designated by the Board [see Hearing by an Attorney Designated by the Board, below].

In either case, 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 employee shall be given notice of the hearing date as soon as it is set.

**Hearing by the Board**

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. 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.

**Hearing Procedures**

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 administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.

Deleted: 9

Deleted: 19/2018

Deleted: LDU 2018.07

- 4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
- 5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee'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 evidence 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 employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee 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.

**Hearing by an Attorney Designated by the Board**

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses shall be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. 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 control of the attorney designated by the Board and shall generally follow the steps listed at Hearing by the Board.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

**Board Review**

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board

Deleted: 9

Deleted: 19/2018

Deleted: LDU 2018.07

Wichita Falls ISD  
243905

TERM CONTRACTS  
NONRENEWAL

DFBB  
(LOCAL)

shall notify the employee in writing of the Board's decision on re-  
newal not later than the 15th day after the date of the meeting.

**No Hearing**

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

DATE ISSUED: ~~11/12/2025~~  
[UPDATE 126](#)  
DFBB(LOCAL)-A1

Adopted:

6 of 6

Deleted: 9

Deleted: 19/2018

Deleted: LDU 2018.07

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

**Other Complaint Processes**

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process [has been followed](#):

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with [DIA](#).
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with [DIA](#).
3. Complaints concerning retaliation [related](#) to discrimination and harassment shall be submitted in accordance with [DIA](#).
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

- Deleted: the
- Deleted: series
- Deleted: the
- Deleted: series
- Deleted: relating
- Deleted: the
- Deleted: series

**Notice to Employees**

The District shall inform employees of this policy through appropriate District publications [and on the District's website](#).

**Informal Process**

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate [campus or District](#) administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

**Filing Deadlines**

[If an employee has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a](#)

- Deleted: Guiding Principles
- Deleted: Direct Communication with Board Members Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee
- Deleted: 6
- Deleted: 13/2024
- Deleted: 9/16/2024
- Deleted: 123

DATE ISSUED: [11/12/2025](#)  
UPDATE [126](#)  
DGBA(LOCAL)-A

Adopted: 1 of 7

	<p><u>resolution during the process, the employee must file a complaint within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.</u></p>
<b>Deadline Extensions</b>	<p><u>All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.</u></p>
<b>Formal Process</b>	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p><u>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</u></p> <p><u>The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the employee shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.</u></p> <p><u>If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.</u></p> <p><u>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</u></p>
<b>Option to Continue Informal Process</b>	<p><u>Even after initiating the formal complaint process, the employee is encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</u></p>
<b>Notice of Complaint</b>	<p><u>A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.</u></p>
<b>Freedom from Retaliation</b>	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
DATE ISSUED: <u>11/12/2025</u> UPDATE <u>126</u> DGBA(LOCAL)-A	Adopted: <u>2 of 7</u>

**Deleted:** Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.  
The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

- Deleted: 6
- Deleted: 13/2024
- Deleted: 9/16/2024
- Deleted: 123

**Whistleblower  
Complaints**

Whistleblower complaints shall be filed within the time specified by law and may be made beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

Deleted: to the Superintendent or designee

**Complaints Against  
Supervisors**

Complaints alleging a violation of law by a supervisor may be made to the Superintendent. [Complaints](#) alleging a violation of law by the Superintendent may be submitted directly to the Board or [Board's](#) designee.

Deleted: or designee. Complaint forms

**Direct  
Communication with  
Board Members**

[Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.](#)

**General Provisions  
Filing**

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three [business](#) days after the deadline.

Deleted: including email and fax,

**Scheduling  
Hearings**

The District shall make reasonable attempts to schedule [hearings](#) at a mutually agreeable time. If the employee fails to appear at a scheduled [hearing](#), the District may hold the [hearing](#) and issue a decision in the employee's absence.

Deleted: conferences

Deleted: Conferences

Deleted: conference

Deleted: conference

**Decision**

A "decision" shall mean a written communication to the employee from the appropriate administrator [that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.](#)

Deleted: Response  
At Levels One and Two, "response"...

Deleted: . Responses

[The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.](#)

Deleted: 6

Deleted: 13/2024

Deleted: 9/16/2024

Deleted: 123

[A decision](#) may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

	to the employee's mailing address of record. Mailed <u>decisions</u> shall be timely if they are postmarked by U.S. Mail on or before the deadline.	Deleted: responses
<u>Representative</u>	<p>"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent <u>the employee</u> in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three <u>business days'</u> notice to the District before a scheduled <u>hearing</u>, the District may reschedule the <u>hearing</u> to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>	<p>Deleted: Days ¶ "Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." ¶ Representative</p> <p>Deleted: him or her</p> <p>Deleted: conference or</p> <p>Deleted: conference or</p> <p>Deleted: Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file</p> <p>Deleted: any</p>
Consolidating Complaints	<u>To promote efficiency in addressing complaints, the appropriate administrator shall determine if</u> separate or serial complaints arising from <u>an event or series of related events shall be consolidated.</u>	<p>Deleted: events that have been or could have been addressed in a previous complaint. ¶ When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints. ¶ Untimely Filings ¶ All time limits shall be strictly followed unless modified by mutual written consent. ¶ If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness</p>
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.	
Complaint and Appeal Forms	Complaints and appeals under this policy shall be submitted on a form provided by the District.	
	Copies of any documents that support the complaint should be <u>included with</u> the complaint form. If the employee does not have copies of these documents, <u>copies</u> may be presented at the Level One <u>hearing</u> . After the Level One <u>hearing, the employee may supplement the record with additional documents or include additional claims.</u>	<p>Deleted: in writing</p> <p>Deleted: attached to</p>
<u>Record</u>	<u>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by District personnel, and the decision.</u>	<p>Deleted: they</p> <p>Deleted: conference</p>
<u>Remand</u>	<p>A complaint or appeal form that is incomplete in any material aspect <u>shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</u></p> <p><u>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</u></p>	<p>Deleted: conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference...</p> <p>Deleted: may</p> <p>Deleted: dismissed but may be refiled with all the required information if the refiled is within the designated time for filing.</p>
		<p>Deleted: 6</p> <p>Deleted: 13/2024</p> <p>Deleted: ¶ 9/16/2024</p> <p>Deleted: 123</p>
DATE ISSUED: <u>11/12/2025</u>	Adopted: <u>4 of 7</u>	
UPDATE <u>126</u>		
DGBA(LOCAL)-A		

Assignment of Hearing Officer

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

Investigation

The District may conduct an investigation at any level in the complaint process. If the District and the employee mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

At Level One, the appropriate hearing officer shall hold a hearing with the employee within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a decision has expired, the employee may request a hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level One decision or, if no decision has been communicated to the employee, within 20 calendar days of the Level One decision deadline.

After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two hearing officer and provide a copy of the Level One record to the employee.

The Level One record shall include:

1. The original complaint form and any attachments.
2. Any other documents submitted by the employee at Level One.
3. If the complaint is against a District employee, the written response of the District employee, if any.

DATE ISSUED: 11/12/2025  
UPDATE 126  
DGBA(LOCAL)-A

Adopted:

5 of 7

Deleted: conference or

Deleted: Complaint forms must be filed:¶  
Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and¶  
With the lowest level administrator who has the authority to remedy the alleged problem.¶  
In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.¶  
If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.¶  
If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.¶  
The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.¶  
Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference a... [1]

Deleted: response

Deleted: conference with the Superintendent or designee...

Deleted: ten

Deleted: written

Deleted: response

Deleted: response was received, within ten

Deleted: response

Deleted: administrator

Deleted: administrator. The employee may request

Deleted: All

Deleted: The

Deleted: 6

Deleted: 13/2024

Deleted: ¶  
9/16/2024

Deleted: 123

Level Three

4. The decision issued at Level One and any attachments.

5. All other documents relied upon by the Level One hearing officer in reaching the Level One decision.

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two hearings, if any, shall be maintained with the Level One and Level Two records.

If the employee did not receive the relief requested at Level Two or if the time for a decision has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level Two decision or, if no decision has been communicated to the employee, within 20 calendar days of the Level Two decision deadline.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the employee whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the employee a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

Deleted: administrator

Deleted: Superintendent or designee shall schedule a conference within ten

Deleted: conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference...

Deleted: Superintendent or designee

Deleted: written response

Deleted: ten

Deleted: conference. The written response shall set forth the basis of the decision

Deleted: Superintendent or designee

Deleted: at

Deleted: conference

Deleted: Superintendent or designee

Deleted: conferences

Deleted: response

Deleted: ten

Deleted: written

Deleted: response

Deleted: response was received, within ten

Deleted: response

Deleted: The Superintendent or designee shall inform the employee of the date, time, and place of the Board

Deleted: The Superintendent or designee

Deleted: 6

Deleted: 13/2024

Deleted: 9/16/2024

Deleted: 123

DATE ISSUED: 11/12/2025  
UPDATE 126  
DGBA(LOCAL)-A

Adopted:

6 of 7

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the employee at Level Two.
4. The decision issued at Level Two and any attachments.
5. All other documents relied upon by the administration in reaching the Level Two decision.

The employee may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board mem-  
bers.

In addition to any other record of the meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It shall make a decision no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The employee shall be provided a decision in accordance with this policy and state law.

Deleted: The written response

Deleted: appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.¶

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]¶  
The

Deleted: the

Deleted: . The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

Deleted: Board

Deleted: the

Deleted: may give notice of its

Deleted: orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two

Deleted: 6

Deleted: 13/2024

Deleted: ¶  
9/16/2024

Deleted: 123



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)]

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

In accordance with administrative regulations (employee handbook), 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

DATE ISSUED: [11/12/2025](#)  
UPDATE [126](#)  
DH(LOCAL)-X

Adopted:

1 of 6

Deleted: Texas

Deleted: 1

Deleted: 29

Deleted: [1](#)  
3/17/2025

Deleted: 124

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)], 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.

DATE ISSUED: 11/12/2025  
UPDATE 126  
DH(LOCAL)-X

Adopted:

2 of 6

- Deleted: 1
- Deleted: 29
- Deleted: 1  
3/17/2025
- Deleted: 124

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].

Deleted: Safety Requirements

**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, or knowingly allow others to engage in, prohibited harassment, including sexual harassment, of:

- Other employees. [See DIA]
- 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.

Deleted: , or knowingly allow others to engage in,

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.

Deleted: [See FFH]

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.

Deleted: an educator

Deleted: [See FFF]

Deleted: 1

Deleted: 29

Deleted: 3/17/2025

[See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

Deleted: 124

DATE ISSUED: 11/12/2025  
UPDATE 126  
DH(LOCAL)-X

Adopted:

3 of 6

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

DATE ISSUED: 11/12/2025  
UPDATE 126  
DH(LOCAL)-X

Adopted:

4 of 6

- Deleted: 1
- Deleted: 29
- Deleted: 1  
3/17/2025
- Deleted: 124

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 and the human resources administration 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

DATE ISSUED: 11/12/2025  
UPDATE 126  
DH(LOCAL)-X

Adopted:

5 of 6

- Deleted: 1
- Deleted: 29
- Deleted: 1  
3/17/2025
- Deleted: 124

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

- Acts constituting abuse or neglect under the Texas Family Code.

**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.

DATE ISSUED: 11/12/2025  
UPDATE: 126  
DH(LOCAL)-X

Adopted:

6 of 6

- Deleted: 1
- Deleted: 29
- Deleted: 1  
3/17/2025
- Deleted: 124

INSTRUCTIONAL ARRANGEMENTS  
LESSON PLANS

EEP  
(LOCAL)

**Instructional Plan  
and Course Syllabus**

Prior to the beginning of each semester, each teacher shall provide a copy of the teacher's instructional plan or course syllabus for each class for which the teacher provides instruction.

The teacher shall provide this information to the District administration and the parent of each student enrolled in the teacher's class. Additional copies of the instructional plan or course syllabus shall be made available to a parent of a student enrolled upon that parent's request.

District Website

The Superintendent shall develop administrative procedures for the posting of the instructional plans and course syllabi for each class offered in the District on the District's website.

INSTRUCTIONAL RESOURCES  
INSTRUCTIONAL MATERIALS

EFA  
(LOCAL)

---

**Note:** For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

---

**Objectives**

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District’s educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

In this policy, “instructional materials” may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District’s educational program.

**Selection**

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

DATE ISSUED: [11/12/2025](#)  
UPDATE: [126](#)  
EFA(LOCAL)-A

Adopted:

1 of 4

Deleted: 6

Deleted: 13/2024

Deleted: [1](#)  
9/16/2024

Deleted: 123

INSTRUCTIONAL RESOURCES  
INSTRUCTIONAL MATERIALS

EFA  
(LOCAL)

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Parent Request for Instructional Material Review

The Superintendent shall develop administrative regulations to ensure compliance with state law and rules that a parent or guardian of a District student may request an instructional materials review for a subject area in the grade level in which their student is enrolled on the basis of the following:

1. The material is not aligned with District-adopted materials; or
2. The material does not have the appropriate rigor for the grade level for the subject area in which the instructional material is used.

The regulations shall also address procedures for submitting a parent petition to review instructional materials, the appeal process if a petition for review is denied, criteria for reviewing any appeal, and timelines for each step in the process.

**Reconsideration of Instructional Materials**

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

DATE ISSUED: 11/12/2025  
UPDATE: 126  
EFA(LOCAL)-A

Adopted:

2 of 4

Deleted: 6

Deleted: 13/2024

Deleted: 9/16/2024

Deleted: 123

INSTRUCTIONAL RESOURCES  
INSTRUCTIONAL MATERIALS

EFA  
(LOCAL)

- 3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal  
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for  
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of  
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

DATE ISSUED: 11/12/2025  
UPDATE 126  
EFA(LOCAL)-A

Adopted:

3 of 4

- Deleted: 6
- Deleted: 13/2024
- Deleted: 9/16/2024
- Deleted: 123

Wichita Falls ISD  
243905

INSTRUCTIONAL RESOURCES  
INSTRUCTIONAL MATERIALS

EFA  
(LOCAL)

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

DATE ISSUED: [11/12/2025](#)  
UPDATE [126](#)  
EFA(LOCAL)-A

Adopted:

4 of 4

- Deleted: 6
- Deleted: 13/2024
- Deleted: [1](#)  
9/16/2024
- Deleted: 123

**Relation to Essential Knowledge and Skills** The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Deleted:

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

**Guidelines for Grading** The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

**Progress Reporting** The District shall issue grade reports/report cards every nine weeks for students in elementary grades, and for students in secondary grades, every six weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

Deleted: nine weeks for students in elementary grades, and for students in secondary grades, every six

**Interim Reports** Interim progress reports shall be issued for all students after the fourth week of each grading period for students in elementary grades, and, for students in secondary grades, after the third week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

Deleted: fourth week of each grading period for students in elementary grades, and, for students in secondary grades, after the third

**Conferences** Each year, the District shall provide at least two opportunities for in-person conferences between each parent and the student's teacher. Additional conferences may be requested by a teacher or parent as needed.

Deleted: In addition to conferences scheduled on the campus calendar,...

**Academic Dishonesty** A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, the use of artificial intelligence to complete an assignment in part or in whole unless approved by the classroom teacher [see CQD], and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment

Deleted: 9

Deleted: 19/2018

Deleted: LDU 2018.07

DATE ISSUED: 11/12/2025  
UPDATE 126  
EIA(LOCAL)-B

Adopted: 1 of 2

Wichita Falls ISD  
243905

ACADEMIC ACHIEVEMENT  
GRADING/PROGRESS REPORTS TO PARENTS

EIA  
(LOCAL)

of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, information from students, [or the use of an artificial intelligence detection tool selected by the District.](#)

Deleted: or

DATE ISSUED: [11/12/2025](#)  
[UPDATE 126](#)  
EIA(LOCAL)-B

Adopted:

2 of 2

Deleted: 9

Deleted: 19/2018

Deleted: LDU 2018.07

PARENT RIGHTS AND RESPONSIBILITIES

FA  
(LOCAL)

**Parent Portal**

The District shall establish a parent portal on the District's website through which parents may submit comments to campus administrators, District administrators, and the Board.

The Superintendent shall develop administrative regulations related to the portal, including placement on the District or campus websites and how campus or District administrators are to address comments received from parents through the portal.

**Release from School**

A student shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

Exception for  
Released Time  
Course

For purposes of this policy, a “released time course” shall have the same definition as provided in law.

A student shall be permitted to attend a released time course in accordance with the following requirements:

1. The parent or guardian has provided written consent for the student to attend the released time course;
2. The private entity offering the released time course maintains attendance records and will make those records available to the District;
3. The private entity, parent or guardian, or student assumes responsibility for transportation, including transportation for a student with a disability, to and from the location at which the released course is offered;
4. The private entity assumes liability for the student enrolled in the released time course while the student is under the private entity’s care; and
5. The student is responsible for any school work and assignments issued during the student’s absence from the District.

The District shall be prohibited from using District funds, excluding de minimis costs, to facilitate the student attending a released time course.

A private entity shall be prohibited from offering the released time course on District property unless the use is in accordance with policy GKD.

The District shall not interfere with a parent’s or guardian’s ability to request or access a released time course for the student.

**Threat Assessment  
and Safe and  
Supportive Team**

In compliance with law, the Superintendent shall ensure that a multidisciplinary threat assessment and safe and supportive team is established to serve each campus. The Superintendent shall appoint team members. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the District in implementing its multi-hazard emergency operations plan.

Training

Each team shall complete training provided by an approved provider on evidence-based threat assessment programs.

Student Reports

Each campus shall establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate District employee.

Employee  
Confidentiality

A District employee who reports a potential threat may elect for the employee's identity to remain confidential and not be subject to disclosure under the state's public information law. The employee's identity shall only be revealed when necessary for the team, the District, or law enforcement to investigate the reported threat.

The District shall maintain a record of the identity of a District employee who elects for the employee's identity to remain confidential.

Notification to  
Teaching Staff of  
Threat

As soon as safe and practicable after an administrator or team receives information regarding a threat against a campus, including a threat made through social media, the appropriate administrator or the team shall immediately provide to each member of the teaching staff, including teacher aides, who may be directly affected by the threat a statement containing the following information:

1. The existence of the threat;
2. The nature of the threat; and
3. Any other pertinent detail to ensure student and staff safety.

The Superintendent shall develop administrative regulations to ensure that the required notice is provided to the teaching staff in accordance with law. The administrative regulations may also address notification of other appropriate employees on the affected campus.

Imminent Threats or  
Emergencies

A member of the team or any District employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.

Threat Assessment  
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures,

DATE ISSUED: 11/12/2025  
UPDATE 126  
FFB(LOCAL)-A

Adopted;

1 of 3

Deleted: 11/2023

Deleted: 3/18/2024

Deleted: 122

the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

1. Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of violence or exhibition of behavior that is harmful, threatening, or violent.
2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.

For a student or other individual the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Superintendent, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Superintendent shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multihazard emergency operations plan.

For a student the team identifies as at risk of suicide, the team shall follow the District's suicide prevention program.

For a student the team identifies as having a substance abuse issue, the team shall follow the District's substance abuse program.

For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

1. To a local mental health authority or health-care provider for evaluation or treatment; or
2. For a full individualized and initial evaluation for special education services.

The team shall not provide any mental health-care services, except as permitted by law.

Deleted: 11/2023

Deleted: 3/18/2024

Deleted: 122

Wichita Falls ISD  
243905

STUDENT WELFARE  
CRISIS INTERVENTION

FFB  
(LOCAL)

- Guidance to School Community The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.
- Reports The team shall provide reports to the Texas Education Agency as required by law.

DATE ISSUED: 11/12/2025  
UPDATE 126  
FFB(LOCAL)-A

Adopted:

3 of 3

- Deleted: 11/2023
- Deleted: 3/18/2024
- Deleted: 122

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:

Deleted: an educator

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

Deleted: educator

3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification concerning the alleged misconduct.

Deleted: (SBEC)

For purposes of this policy, misconduct is defined as an individual's alleged abuse or commission of an otherwise unlawful act with a student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with a student.

Deleted: educator's

Deleted: the

Deleted: the

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.]

Deleted: 10/27/2017

Deleted: 109

DATE ISSUED: 11/12/2025  
UPDATE 126  
FFF(LOCAL)-A

Adopted:

1 of 1

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 24 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a

Deleted: 48

Deleted: 1

Deleted: 29

Deleted: 1  
3/17/2025

Deleted: 124

STUDENT WELFARE  
CHILD ABUSE AND NEGLECT

FFG  
(LOCAL)

child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of misconduct with a student, see FFF.]

Deleted: educator

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Making a Report

Reports may be made to any of the following:

1. A law enforcement agency, [as defined in law](#);
2. The Child Protective Services (CPS) division of DFPS at 800-252-5400 or the [Texas Abuse Hotline website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

Deleted: state or local

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

Deleted: 1

Deleted: 29

Deleted: 1  
3/17/2025

Deleted: 124

DATE ISSUED: 11/12/2025  
UPDATE 126  
FFG(LOCAL)-A

Adopted:

2 of 3

In accordance with law, an individual must provide their name and telephone number when making a report. If the individual making the report is a school employee, agent, or contractor, they must also provide their business address and profession.

**Confidentiality**  
The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law and the rules of the investigating agency.

**Immunity**  
A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report Suspected Child Abuse or Neglect**  
By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities Regarding Investigations**  
In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

<sup>1</sup> Texas Abuse Hotline website: <http://www.txabusehotline.org>

Deleted: 1  
Deleted: 29  
Deleted: 1  
3/17/2025  
Deleted: 124

STUDENT ACTIVITIES

FM  
(LOCAL)

**Use of District  
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

**Extracurricular  
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. Additional absences may be granted in accordance with administrative procedures.

Testing and  
Scheduling

The Board recommends that staff members and the administration avoid the scheduling of an extracurricular activity or performance to occur on the day and evening immediately preceding the day on which International Baccalaureate (IB), Advanced Placement (AP), or PSAT tests are administered.

UIL Eligibility

The Board shall not grant eligibility to any student in violation of UIL rules.

Beginning with the 2018-19 school year, the following provisions regarding UIL eligibility shall apply:

*Attendance Zone  
Students*

~~The first time a student is officially enrolled in his or her appropriate attendance zone high school and/or attends an in-season practice, the student shall have established eligibility in that high school for UIL purposes. If a student moves to another District attendance zone, the student shall be ineligible for varsity UIL competition for 15 days as long as the move was not made for athletic purposes. [See FDB(LOCAL) for proof of residency requirements.] If the move was made for athletic reasons, it could result in permanent ineligibility.~~ **Students are eligible for UIL athletic competition in the attendance zone they live in. If a student transfers at first opportunity and it is approved by the district's transfer committee according to FDB(LOCAL) their varsity eligibility remains in place. Any subsequent transfer or a transfer after first opportunity will require the loss of varsity eligibility for a minimum of 365 days and possibility more in accordance with UIL rules. WFISD policy requires athletes to "play where they live". Any time an athlete changes their home address it should be reported to the athletic staff and campus registrar immediately to ensure the athlete's eligibility is not affected.**

*Intra-district  
Transfers*

~~A student who has transferred out of his or her attendance zone campus to attend another high school within the District shall be eligible at the school he or she first attends. Any subsequent transfer shall result in a one-year loss of varsity eligibility.~~ **All intra-district**

transfers must occur at first opportunity for varsity eligibility to remain. First opportunity is defined in FDB(LOCAL) as entering 6<sup>th</sup> grade. The 8<sup>th</sup> grade students in 2027-28 are the final class that will be allowed a first opportunity transfer during their 8<sup>th</sup> grade year.

[See FDB(LOCAL) for detailed intra-district transfer policies]

**Inter-district  
Transfers**

~~A student transferring from out of district shall follow the same guidelines for varsity eligibility as students transferring within the District. If eligibility has been established at the district of residence, the transfer shall result in a loss of varsity eligibility for one year.~~ A student transferring from out of district must meet all WFISD requirements to enroll and all UIL rules will apply. If the student athlete's PAPF is approved for varsity competition the athlete may be required to file a residence waiver with the UIL.

[See FDA(LOCAL) for detailed inter-district transfer policies]

**Extracurricular  
Participation  
Eligibility**

A student in grades 7-12 may participate in extracurricular activities at the beginning of the school year if the student has earned the cumulative number of units in state-approved courses as indicated below:

1. Beginning at the seventh grade year, a student must have been promoted from the sixth grade to the seventh.
2. Beginning at the eighth grade year, a student must have been promoted from the seventh grade to the eighth.
3. Beginning at the ninth grade year, a student must have been promoted from the eighth grade to the ninth.
4. Beginning at the tenth grade year, a student must have earned at least 5 units toward graduation.
5. Beginning at the eleventh grade year, a student must have earned at least 10 units toward graduation.
6. Beginning at the twelfth grade year, a student must have earned at least 15 units toward graduation.

[See EIE and EIF]

[For eligibility of private school students, including homeschool students, to participate in extracurricular activities, see FD(LOCAL).]

**Eligibility Appeals  
Committee**

A student who is ruled ineligible to participate in UIL activities due to circumstances completely beyond his or her control may appeal to the eligibility appeals committee. This committee shall be composed of the principal of the school the student had been attending, the principal of the school the student will be attending, the director of athletics, the director of student services, and the assistant superintendent.

The appeal and reason must be submitted to the athletic office in writing and dated and signed by the parent/guardian. A hearing shall be scheduled with the parent(s), student, and committee. Within ten days after the hearing, the committee shall send its decision in writing to the parent and both principals.

If the outcome of the conference with the eligibility appeals committee is not to the student's or parent's satisfaction, the student or parent may appeal the decision in accordance with FNG(LOCAL).

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process [has been followed](#):

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with [FFH](#).
2. Complaints concerning dating violence shall be submitted in accordance with [FFH](#).
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with [FFH](#).
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with [FFI](#).
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with [FEC](#).
6. Complaints concerning expulsion shall be submitted in accordance with [FOD](#) and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with [EHBB](#).
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with [FB](#) and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with [EHBAE](#), [FOF](#), and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the [EF](#) series.

Deleted: the

Deleted: series

Deleted: the

Deleted: series

Deleted: the

Deleted: series

Deleted: 6

Deleted: 13/2024

Deleted: 9/16/2024

Deleted: 123

DATE ISSUED: [11/12/2025](#)  
UPDATE [126](#)  
FNG(LOCAL)-A

Adopted:

1 of 8

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications [and on the District's website](#).

**Informal Process**

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other [appropriate campus or District](#) administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Deleted: Guiding Principles

**Filing Deadlines**

After Informal Process

[If a student or parent has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the student or parent shall have the later of:](#)

Deleted: Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except...

- [Ninety calendar days to file a complaint from the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; or](#)
- [Thirty calendar days to file a complaint from the date on which the District provided information to the student or parent regarding how to file a grievance.](#)

[\[See Formal Process, below\]](#)

No Prior Informal Process

[If the student or parent has not engaged in the informal process, the student or parent shall have no more than 60 calendar days from the date the student or parent first knew, or with reasonable](#)

Deleted: 6

Deleted: 13/2024

Deleted: 9/16/2024

Deleted: 123

DATE ISSUED: [11/12/2025](#)  
UPDATE: [126](#)  
FNG(LOCAL)-A

Adopted:

2 of 8

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

Deadline Extensions

diligence should have known, of the decision or action giving rise to the complaint or grievance to file a complaint using the appropriate forms.

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

**Formal Process**

A student or parent may initiate the formal process described below by timely filing a written complaint form.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students and parents shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board's or Board committee's decision.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue Informal Process

Even after initiating the formal complaint process, the complainant is encouraged to seek informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint

A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

Deleted: ¶  
Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time....

- Deleted: 6
- Deleted: 13/2024
- Deleted: ¶  
9/16/2024
- Deleted: 123

DATE ISSUED: 11/12/2025  
UPDATE: 126  
FNG(LOCAL)-A

Adopted:

3 of 8

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

**General Provisions**

**Filing**

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

Deleted: including email and fax,

**Scheduling Hearings**

The District shall make reasonable attempts to schedule hearings at a mutually agreeable time. If a complainant fails to appear at a scheduled hearing, the District may hold the hearing and issue a decision in the complainant's absence.

Deleted: conferences

Deleted: Conferences

Deleted: student or parent

Deleted: conference

Deleted: conference

Deleted: student's or parent's

Deleted: Response  
At Levels One and Two, "response"

Deleted: student or parent

Deleted: . Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses...

**Decision**

A "decision" shall mean a written communication to the complainant from the appropriate administrator, that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.

A decision may be hand-delivered, sent by electronic communication to the complainant's email address of record, or sent by U.S. Mail to the complainant's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Deleted: Days  
"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."  
Deleted: student or parent

Deleted: student or parent

Deleted: student or parent

Deleted: If the student or parent

Deleted: 6

Deleted: 13/2024

Deleted: 9/16/2024

Deleted: 123

**Representative**

"Representative" shall mean any person who or organization that is designated by the complainant to represent the complainant in the complaint process. A student may be represented by an adult at any level of the complaint.

The complainant may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the complainant designates a representative with fewer than three

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

	<p><u>business</u> days' notice to the District before a scheduled hearing, the District may reschedule the hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p><u>To promote efficiency in addressing complaints, the appropriate administrator shall determine if</u> separate or serial complaints arising from <u>an event or series of related events shall be consolidated.</u></p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be <u>included with</u> the complaint form. If the <u>complainant</u> does not have copies of these documents, copies may be presented at the Level One <u>hearing</u>. After the Level One <u>hearing, the complainant may supplement the record with additional documents or include additional claims.</u></p>
<u>Record</u>	<p><u>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</u></p>
<u>Remand</u>	<p>A complaint or appeal form that is incomplete in any material aspect <u>shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</u></p> <p><u>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</u></p>
<u>Assignment of Hearing Officer</u>	<p><u>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</u></p>
<u>Investigation</u>	<p><u>The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.</u></p>
<u>Complaint Levels</u> <u>Level One</u>	<p><u>At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the</u></p>

- Deleted: conference or
- Deleted: conference or
- Deleted: Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file
- Deleted: any
- Deleted: events that have been or could have been addressed in a previous complaint.¶  
Untimely Filings¶  
¶  
All time limits shall be strictly followed unless modified by mutual written consent.¶  
If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness
- Deleted: in writing
- Deleted: attached to
- Deleted: student or parent
- Deleted: conference
- Deleted: conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference
- Deleted: may
- Deleted: dismissed but may be refiled with all the required information if the refile is within the designated time for filing.
- Deleted: **Level One**¶  
Complaint forms must be filed:¶  
Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and¶  
With the lowest level administrator who has the authority to remedy the alleged problem.¶  
In most circumstances, students and parents shall file Level One complaints with the campus principal.¶  
If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following th... (1)
- Deleted: 6
- Deleted: 13/2024
- Deleted: ¶  
9/16/2024
- Deleted: 123

DATE ISSUED: 11/12/2025  
UPDATE 126  
FNG(LOCAL)-A

Adopted: 5 of 8

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

Level Two

written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

If the complainant did not receive the relief requested at Level One or if the time for a decision has expired, the complainant may request a hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level One decision or, if no decision has been communicated to the complainant, within 20 calendar days of the Level One decision deadline.

After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

1. The original complaint form and any attachments.
2. Any other documents submitted by the complainant at Level One.
3. If the complaint is against a District employee, the written response of the District employee, if any.
4. The decision issued at Level One and any attachments.
5. All other documents relied upon by the Level One hearing officer in reaching the Level One decision.

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two hearings, if any, shall be maintained with the Level One and Level Two records.

- Deleted: student or parent
- Deleted: response
- Deleted: student or parent
- Deleted: conference with the Superintendent or designee...
- Deleted: ten
- Deleted: written
- Deleted: response
- Deleted: response was received, within ten
- Deleted: response
- Deleted: administrator
- Deleted: administrator. The student or parent may request...
- Deleted: All
- Deleted: student or parent
- Deleted: The
- Deleted: administrator
- Deleted: Superintendent or designee shall schedule a conference within ten
- Deleted: conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference
- Deleted: Superintendent or designee
- Deleted: student or parent a written response within ten
- Deleted: conference. The written response shall set forth the basis of the decision
- Deleted: Superintendent or designee
- Deleted: at
- Deleted: conference
- Deleted: Superintendent or designee
- Deleted: conferences
- Deleted: 6
- Deleted: 13/2024
- Deleted: 9/16/2024
- Deleted: 123

DATE ISSUED: 11/12/2025  
UPDATE 126  
FNG(LOCAL)-A

Adopted:

6 of 8

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

Level Three

If the complainant did not receive the relief requested at Level Two or if the time for a decision has expired, the complainant may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level Two decision or, if no decision has been communicated to the complainant, within 20 calendar days of the Level Two decision deadline.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board, or Board committee.

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the complainant at Level Two.
4. The decision issued at Level Two and any attachments.
5. All other documents relied upon by the administration in reaching the Level Two decision.

The complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

Deleted: student or parent

Deleted: response

Deleted: student or parent

Deleted: ten

Deleted: written

Deleted: response

Deleted: response was received, within ten

Deleted: response

Deleted: The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board

Deleted: .

Deleted: The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent...

Deleted: The written response

Deleted: appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.¶  
The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]¶  
The...

Deleted: 6

Deleted: 13/2024

Deleted: ¶  
9/16/2024

Deleted: 123

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board members.

In addition to any other record of the meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the complainant or the complainant's representative, any presentation from the administration, and questions from Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It shall make a decision no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

Deleted: student or parent

Deleted: the

Deleted: . The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

Deleted: Board

Deleted: student

Deleted: parent or the student's

Deleted: the

Deleted: may give notice of its

Deleted: orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two

Deleted: 6

Deleted: 13/2024

Deleted: 9/16/2024

Deleted: 123

DATE ISSUED: 11/12/2025  
UPDATE 126  
FNG(LOCAL)-A

Adopted:

8 of 8



**Student Code of Conduct**

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**Extracurricular Standards of Behavior**

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

**Deleted: Note:** - This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>¶  
**Campus Behavior Coordinator**¶  
In accordance with the District's innovation plan, the District is exempt from the state law requiring that a single person at each campus be designated to serve as the campus behavior coordinator (CBC).¶

- Deleted: 4
- Deleted: 22/2024
- Deleted: ¶  
3/18/2024
- Deleted: LDU 2024.03

STUDENT DISCIPLINE

FO  
(LOCAL)

**“Parent” Defined**

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

**General Discipline Guidelines**

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student’s age;
  - c. The frequency of misconduct;
  - d. The student’s attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**Corporal Punishment**

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

**Physical Restraint**

**Note:** A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee’s duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.

DATE ISSUED: 11/12/2025  
UPDATE 126  
FO(LOCAL)-X

Adopted:

2 of 3

- Deleted: 4
- Deleted: 22/2024
- Deleted: 3/18/2024
- Deleted: LDU 2024.03

STUDENT DISCIPLINE

FO  
(LOCAL)

2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

**Video and Audio Monitoring**

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall notify students and parents about the District's use of video and audio recording equipment using the Student Handbook.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

[Access to Recordings](#)

[Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. \[See FL\(LEGAL\)\]](#)

DATE ISSUED: [11/12/2025](#)  
[UPDATE 126](#)  
FO(LOCAL)-X

Adopted:

3 of 3

- Deleted: 4
- Deleted: 22/2024
- Deleted: [↑](#)  
3/18/2024
- Deleted: LDU 2024.03

---

**Note:** ~~This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>~~

---

~~In accordance with the District's innovation plan, the District shall be exempt from the state law that limits the use of out-of-school suspension for a student who is homeless. If adequate housing for the student is determined to be available and is being used by the student, and the administration and the District's homeless liaison verify the student's housing situation, an administrator may use out-of-school suspension as a discipline technique.~~

---

<sup>1</sup> ~~Innovation Plan: <http://www.wfisd.net/>~~

PUBLIC COMPLAINTS

GF  
(LOCAL)

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.

Deleted: filed

Deleted: filed

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Informal Process**

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Deleted: Guiding Principles

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

**Filing Deadlines**

If a member of the public has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the individual must file a complaint within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

**Deadline Extensions**

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

**Formal Process**

An individual may initiate the formal process described below by timely filing a written complaint form.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the individual shall file a Level One complaint with the

Deleted: Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.  
The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Deleted: 6

Deleted: 13/2024

Deleted: 9/16/2024

Deleted: 123

DATE ISSUED: 11/12/2025  
UPDATE 126  
GF(LOCAL)-A

Adopted:

1 of 6

PUBLIC COMPLAINTS

GF  
(LOCAL)

	<p><a href="#">campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.</a></p> <p><a href="#">If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.</a></p> <p><a href="#">A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board's or Board committee's decision.</a></p> <p><a href="#">If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</a></p>
<a href="#">Option to Continue Informal Process</a>	<p><a href="#">Even after initiating the formal complaint process, the complainant is encouraged to seek informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.</a></p>
<a href="#">Notice of Complaint</a>	<p><a href="#">A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.</a></p>
<b>Freedom from Retaliation</b>	<p>Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.</p>
<b>General Provisions</b>	<p>Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three <a href="#">business</a> days after the deadline.</p>
Filing	
Scheduling	<p>The District shall make reasonable attempts to schedule <a href="#">hearings</a> at a mutually agreeable time. If the <a href="#">complainant</a> fails to appear at a</p>
<a href="#">Hearings</a>	
DATE ISSUED: <a href="#">11/12/2025</a>	Adopted: <a href="#">2 of 6</a>
UPDATE <a href="#">126</a>	
GF(LOCAL)-A	

- Deleted: including email and fax,
- Deleted: conferences
- Deleted: Conferences
- Deleted: individual
- Deleted: 6
- Deleted: 13/2024
- Deleted: 9/16/2024
- Deleted: 123

PUBLIC COMPLAINTS

GF  
(LOCAL)

Decision	<p>scheduled <u>hearing</u>, the District may hold the <u>hearing</u> and issue a decision in the <u>complainant's</u> absence.</p> <p>A "decision" shall mean a written communication to the <u>complainant</u> from the appropriate administrator, <u>that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.</u></p> <p><u>The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.</u></p> <p><u>A decision may be hand-delivered, sent by electronic communication to the complainant's email address of record, or sent by U.S. Mail to the complainant's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.</u></p>	<p>Deleted: conference</p> <p>Deleted: conference</p> <p>Deleted: individual's</p> <p>Deleted: Response ¶ At Levels One and Two, "response"</p> <p>Deleted: individual</p> <p>Deleted: . Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses</p> <p>Deleted: Days ¶ "Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." ¶</p> <p>Deleted: an individual</p> <p>Deleted: individual</p> <p>Deleted: individual</p> <p>Deleted: If the individual</p> <p>Deleted: conference or</p> <p>Deleted: conference or</p> <p>Deleted: Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file</p> <p>Deleted: any</p> <p>Deleted: events that have been or could have been addressed in a previous complaint. ¶ Untimely Filings ¶ All time limits shall be strictly followed unless modified by mutual written consent. ¶ If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date (... [2])</p> <p>Deleted: in writing</p> <p>Deleted: attached to</p> <p>Deleted: individual</p> <p>Deleted: they</p> <p>Deleted: conference</p> <p>Deleted: conference, no new documents may be (... [3])</p> <p>Deleted: 6</p> <p>Deleted: 13/2024</p> <p>Deleted: ¶ (... [1])</p> <p>Deleted: 123</p>
Representative	<p>"Representative" shall mean any person who or organization that is designated by <u>a complainant</u> to represent the <u>complainant</u> in the complaint process.</p>	
Consolidating Complaints	<p>The <u>complainant</u> may designate a representative through written notice to the District at any level of this process. <u>The representative may participate in person or by telephone conference call. If the complainant designates a representative with fewer than three business days' notice to the District before a scheduled hearing, the District may reschedule the hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</u></p> <p><u>To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from <u>an</u> event or series of <u>related events shall be consolidated.</u></u></p>	
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>	
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be <u>included with</u> the complaint form. If the <u>complainant</u> does not have copies of these documents, <u>copies</u> may be presented at the Level One <u>hearing</u>. After the Level One <u>hearing, the complainant may supplement the record with additional documents or include additional claims.</u></p>	
DATE ISSUED: <u>11/12/2025</u> UPDATE <u>126</u> GF(LOCAL)-A	Adopted: <u>3 of 6</u>	

PUBLIC COMPLAINTS

GF  
(LOCAL)

<u>Record</u>	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
<u>Remand</u>	<p>A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
<u>Assignment of Hearing Officer</u>	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>
<u>Investigation</u>	<p>The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.</p>
<u>Complaint Levels</u>	<p>At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.</p> <p>The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.</p>
Level One	
Level Two	<p>If the complainant did not receive the relief requested at Level One or if the time for a decision has expired, the complainant may request a hearing at Level Two to appeal the Level One decision.</p> <p>The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level One decision or, if no decision has been communicated to the complainant, within 20 calendar days of the Level One decision deadline.</p> <p>After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two hearing officer and provide a copy of the Level One record to the complainant.</p>

DATE ISSUED: 11/12/2025  
UPDATE 126  
GF(LOCAL)-A

Adopted:

4 of 6

- Deleted: may
- Deleted: dismissed but may be refiled with all the required information if the refile is within the designated time for filing.
- Deleted: Level One
- Complaint forms must be filed:
- Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- With the lowest level administrator who has the authority to remedy the alleged problem.
- If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.
- If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.
- The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.
- Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Lev... [4]
- Deleted: individual
- Deleted: response
- Deleted: he or she
- Deleted: conference with the Superintendent or designee...
- Deleted: ten
- Deleted: written
- Deleted: response
- Deleted: response was received, within ten
- Deleted: response
- Deleted: administrator
- Deleted: administrator. The individual may request
- Deleted: 6
- Deleted: 13/2024
- Deleted: 9/16/2024
- Deleted: 123

The Level One record shall include:

1. The original complaint form and any attachments.
2. Any other documents submitted by the complainant at Level One.
3. If the complaint is against a District employee, the written response of the District employee, if any.
4. The decision issued at Level One and any attachments.
5. All other documents relied upon by the Level One hearing officer in reaching the Level One decision.

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two hearings, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the complainant did not receive the relief requested at Level Two or if the time for a decision has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level Two decision or, if no decision has been communicated to the complainant, within 20 calendar days of the Level Two decision deadline.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

- Deleted: All
- Deleted: individual
- Deleted: The
- Deleted: administrator
- Deleted: Superintendent or designee shall schedule a conference within ten
- Deleted: conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference
- Deleted: Superintendent or designee
- Deleted: individual a written response within ten
- Deleted: conference. The written response shall set forth the basis of the decision
- Deleted: Superintendent or designee
- Deleted: at
- Deleted: conference
- Deleted: Superintendent or designee
- Deleted: conferences
- Deleted:
- Deleted: individual
- Deleted: response
- Deleted: ten
- Deleted: written
- Deleted: response
- Deleted: response was received, within ten
- Deleted: response
- Deleted: The Superintendent or designee shall inform the individual of the date, time, and place of the Board
- Deleted: 6
- Deleted: 13/2024
- Deleted: 9/16/2024
- Deleted: 123

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

**Deleted:** The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual...

The Superintendent shall provide the Board the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the complainant at Level Two.
4. The decision issued at Level Two and any attachments.
5. All other documents relied upon by the administration in reaching the Level Two decision.

**Deleted:** The written response

The complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

**Deleted:** appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.¶  
The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]¶  
The

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board members.

**Deleted:** individual

**Deleted:** the

**Deleted:** . The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the complainant or the complainant's representative, any presentation from the administration, and questions from Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

**Deleted:** Board

**Deleted:** individual

**Deleted:** his or her

**Deleted:** the

**Deleted:** may give notice of its

The Board or Board committee shall then consider the complaint. It shall make a decision no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

**Deleted:** orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two

**Deleted:** 6

**Deleted:** 13/2024

**Deleted:** ¶  
9/16/2024

**Deleted:** 123



**Access to District Property**

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

Deleted: **Note:** - This local policy has been revised in accordance with the District's [innovation plan](#).

**Ejection or Exclusion under Education Code 37.105**

In accordance with [Education Code 37.105](#), a District official shall [provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process](#).

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

Deleted: the District's innovation plan

Deleted: have authority to refuse

Deleted: eject a person

Deleted: without a warning or written notice

**Off-Campus Activities**

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

**Prohibitions**

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products, e-cigarettes, or other electronic vaporizing devices on District property, in District vehicles, or at school-related activities.

Weapons

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

*Exceptions*

No violation of this policy occurs when:

1. [An individual 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, as long as the handgun or other firearm is not in plain view; or
2. 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]

Deleted: A Texas

Deleted: holder

Deleted: 1

Deleted: 29

Deleted: 3/17/2025

Deleted: 124

Deleted: X

**LOCAL Policy Revisions  
Due to the Review  
of  
Update 126**

---

**Note:** Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

---

To promote student safety, the District shall comply with requests for video and audio monitoring of certain special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The executive director of special programs is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

**Requests**

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a special education classroom eligible for video surveillance may request in writing that a video camera be placed in the classroom by the end of the current school year or by the 10th business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requester not later than the seventh business day after receipt of the request.

**Notice**

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

**Installation and Operation**

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

**Retention of Recordings**

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

**Confidentiality of Recordings**

Video recordings made in accordance with this policy shall be confidential and shall only be released or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;

3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and
4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human resources office. If an individual listed in items 2-4, above, believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy. [See FFG]

**Reporting an Incident**

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a report on the form provided by the District with the **executive** director of special **programs education** as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within 24 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than 10 District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District’s complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

---

**Note:** Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

---

To promote student safety, the District shall comply with requests for video and audio monitoring of certain special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

Deleted: self-contained

The executive director of special programs is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

**Requests**

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a [special education](#) classroom eligible for video surveillance may request in writing that a video camera be placed in the classroom by the end of the current school year or by the [10th](#) business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

Deleted: self-contained

Deleted: tenth

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requester not later than the seventh business day after receipt of the request.

**Notice**

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

**Installation and Operation**

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

Deleted: 8

Deleted: 30/2024

Deleted: 8/20/2024

Deleted: LDU 2024.04

DATE ISSUED: [11/12/2025](#)  
[UPDATE 126](#)  
EHBAF(LOCAL)-X

Adopted:

1 of 3

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

**Retention of Recordings**

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

**Confidentiality of Recordings**


Video recordings made in accordance with this policy shall be confidential and shall only be released or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;

DATE ISSUED: ~~11/12/2025~~  
[UPDATE 126](#)  
EHBAF(LOCAL)-X

Adopted:

2 of 3

- Deleted: 8
- Deleted: 30/2024
- Deleted:  8/20/2024
- Deleted: LDU 2024.04

- 3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and
- 4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human resources office. If an individual listed in items 2-4, above, believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy. [See FFG]

**Reporting an Incident**

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a report on the form provided by the District with the director of special education [as](#) soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within [24](#) hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than 10 District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Deleted: 48

**Complaints**

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District’s complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

Deleted: 8

Deleted: 30/2024

Deleted: 8/20/2024

Deleted: LDU 2024.04

DATE ISSUED: [11/12/2025](#)  
[UPDATE 126](#)  
EHBAF(LOCAL)-X

Adopted:

3 of 3

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

**Medication Provided by Parent**

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements and when accompanied by a doctor's written order.
2. Nonprescription medication in accordance with legal requirements and when accompanied by a doctor's written order.
3. Herbal substances or dietary supplements provided by the parent, accompanied by a doctor's written order, and only if required by the individualized education program or Section 504 plan for a student with disabilities.

District personnel shall not administer any medications that are not FDA approved; however, an exception shall be granted if it is part of the student's individualized education program or Section 504 plan and meets the requirements above.

**Medication Provided by District**

**Athletic Program**

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

**Opioid Antagonist**

*On Campus*

This provision shall be applicable to every campus.

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall

**Deleted:** Upon a parent's written request, all prescription and nonprescription medications presented to the school clinic for administration by a campus nurse must be accompanied by a valid doctor's order and in accordance with the following

**Deleted:** and nonprescription

**Deleted:** must be properly labeled in an unopened-sealed original container. Medications lacking such documentation shall not be accepted nor administered

**Deleted:** and

**Deleted:** . This includes but is not limited to herbal substances, anabolic steroids, essential oils, and dietary substance. Exceptions may be granted if prescribed by a physician and required by the IEP or Section 504 plan of a student with a disability. Reliable information must be provided in writing and signed by the prescribing physician regarding the safe use of the product including side effects, toxicity, drug interactions and adverse effects...

**Deleted:** 10/15/2024

**Deleted:** 9/16/2024

**Deleted:** LDU 2024.06

WELLNESS AND HEALTH SERVICES  
MEDICAL TREATMENT

FFAC  
(LOCAL)

only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

*Maintenance,  
Availability,  
Training, and  
Reporting*

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

DATE ISSUED: 11/12/2025  
UPDATE 126  
FFAC(LOCAL)-X

Adopted:

2 of 2

Deleted: 10/15/2024

Deleted: 9/16/2024

Deleted: LDU 2024.06

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

**Medication Provided  
by Parent**

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements and when accompanied by a doctor's written order.
2. Nonprescription medication in accordance with legal requirements and when accompanied by a doctor's written order.
3. Herbal substances or dietary supplements provided by the parent, accompanied by a doctor's written order, and only if required by the individualized education program or Section 504 plan for a student with disabilities.

District personnel shall not administer any medications that are not FDA approved; **This includes but is not limited to herbal substances anabolic steroids, essential oils, and dietary substance.** However, an exception shall be granted if it is part of the student's individualized education program or Section 504 plan and meets the requirements above.

**Medication Provided  
by District**

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

*Athletic Program*

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

*Opioid Antagonist*

This provision shall be applicable to every campus.

*On Campus*

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall

only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

*Maintenance,  
Availability,  
Training, and  
Reporting*

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

STUDENT ACTIVITIES

FM  
(LOCAL)

**Use of District  
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

**Extracurricular  
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. Additional absences may be granted in accordance with administrative procedures.

Testing and  
Scheduling

The Board recommends that staff members and the administration avoid the scheduling of an extracurricular activity or performance to occur on the day and evening immediately preceding the day on which International Baccalaureate (IB), Advanced Placement (AP), or PSAT tests are administered.

UIL Eligibility

The Board shall not grant eligibility to any student in violation of UIL rules.

Beginning with the 2018-19 school year, the following provisions regarding UIL eligibility shall apply:

*Attendance Zone  
Students*

~~The first time a student is officially enrolled in his or her appropriate attendance zone high school and/or attends an in-season practice, the student shall have established eligibility in that high school for UIL purposes. If a student moves to another District attendance zone, the student shall be ineligible for varsity UIL competition for 15 days as long as the move was not made for athletic purposes. [See FDB(LOCAL) for proof of residency requirements.] If the move was made for athletic reasons, it could result in permanent ineligibility.~~ **Students are eligible for UIL athletic competition in the attendance zone they live in. If a student transfers at first opportunity and it is approved by the district's transfer committee according to FDB(LOCAL) their varsity eligibility remains in place. Any subsequent transfer or a transfer after first opportunity will require the loss of varsity eligibility for a minimum of 365 days and possibility more in accordance with UIL rules. WFISD policy requires athletes to "play where they live". Any time an athlete changes their home address it should be reported to the athletic staff and campus registrar immediately to ensure the athlete's eligibility is not affected.**

*Intra-district  
Transfers*

~~A student who has transferred out of his or her attendance zone campus to attend another high school within the District shall be eligible at the school he or she first attends. Any subsequent transfer shall result in a one-year loss of varsity eligibility.~~ **All intra-district**

transfers must occur at first opportunity for varsity eligibility to remain. First opportunity is defined in FDB(LOCAL) as entering 6<sup>th</sup> grade. The 8<sup>th</sup> grade students in 2027-28 are the final class that will be allowed a first opportunity transfer during their 8<sup>th</sup> grade year.

[See FDB(LOCAL) for detailed intra-district transfer policies]

**Inter-district  
Transfers**

~~A student transferring from out of district shall follow the same guidelines for varsity eligibility as students transferring within the District. If eligibility has been established at the district of residence, the transfer shall result in a loss of varsity eligibility for one year.~~ A student transferring from out of district must meet all WFISD requirements to enroll and all UIL rules will apply. If the student athlete's PAPF is approved for varsity competition the athlete may be required to file a residence waiver with the UIL.

[See FDA(LOCAL) for detailed inter-district transfer policies]

**Extracurricular  
Participation  
Eligibility**

A student in grades 7-12 may participate in extracurricular activities at the beginning of the school year if the student has earned the cumulative number of units in state-approved courses as indicated below:

1. Beginning at the seventh grade year, a student must have been promoted from the sixth grade to the seventh.
2. Beginning at the eighth grade year, a student must have been promoted from the seventh grade to the eighth.
3. Beginning at the ninth grade year, a student must have been promoted from the eighth grade to the ninth.
4. Beginning at the tenth grade year, a student must have earned at least 5 units toward graduation.
5. Beginning at the eleventh grade year, a student must have earned at least 10 units toward graduation.
6. Beginning at the twelfth grade year, a student must have earned at least 15 units toward graduation.

[See EIE and EIF]

[For eligibility of private school students, including homeschool students, to participate in extracurricular activities, see FD(LOCAL).]

**Eligibility Appeals  
Committee**

A student who is ruled ineligible to participate in UIL activities due to circumstances completely beyond his or her control may appeal to the eligibility appeals committee. This committee shall be composed of the principal of the school the student had been attending, the principal of the school the student will be attending, the director of athletics, the director of student services, and the assistant superintendent.

The appeal and reason must be submitted to the athletic office in writing and dated and signed by the parent/guardian. A hearing shall be scheduled with the parent(s), student, and committee. Within ten days after the hearing, the committee shall send its decision in writing to the parent and both principals.

If the outcome of the conference with the eligibility appeals committee is not to the student's or parent's satisfaction, the student or parent may appeal the decision in accordance with FNG(LOCAL).

**WICHITA FALLS ISD BOARD OF TRUSTEES  
JANUARY 20, 2026**

<b>Agenda Item:</b>	Applicant Pool		
<b>Administrator Responsible:</b>	Jennifer Spurgers, Director of Human Resources		
<b>Attachments:</b>	Applicant Pool		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approve the proposed applicant pool as submitted by Jennifer Spurgers, Director of Human Resources, and as recommended by Dr. Donny Lee, Superintendent of Schools.

## APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION

**January 20, 2026**

### Addendum

Name	Certification	University	Yrs of Exp	Position/Assignment	Previous District
Wilkinson, Jack	Music Grades EC-12	University of North Texas Bachelor's	NA	Assistant Band Director Legacy High School Replacing Harold Randolph	NA
Plummer, Anthony	Music Grades EC-12	Midwestern State University Bachelor's	1	Music Teacher Crockett Elementary Replacing himself (Certification)	WFISD
Zavala, Yesenia	Core Subjects Grades EC-6	Midwestern State University Bachelor's	1	Teacher Zundy Elementary Replacing herself (Certification)	WFISD

*Asterisk indicates Contract Addendum Required. See key below.*

*\* Enrolled in an Alternative Certification Program*

*\*\* One-year out-of state Certification*

*\*\*\*Emergency Permit*

*\*\*\*\* Non-Renewal Permit*

*DOI = District of Innovation*