

Midway ISD Employee Handbook – 2025-2026 Update Guide to Changes and Additions

Topic	Page	Description of Change
Cover Page		<ul style="list-style-type: none"> Updated dates
Table of Contents	1-3	<ul style="list-style-type: none"> Updated page numbers and order of entries TASB Update: added new topics for ADA accommodations and mental health training
Description of the District	4	<ul style="list-style-type: none"> Updated description to match wording on district website
MISD District Goals	6	<ul style="list-style-type: none"> Updated format of goals to match wording on district website
Board of Trustees	7-8	<ul style="list-style-type: none"> TASB Update: changed deadline for required notice of board meetings from 72 hours to three business days in the fourth paragraph Updated meeting dates
School Calendar	9	<ul style="list-style-type: none"> Updated for the 2025-2026 school year
Helpful Contacts and School Directory	10-11	<ul style="list-style-type: none"> Updated names/position changes for all Administration and Campuses
Searches and Alcohol and Drug Testing	15	<ul style="list-style-type: none"> Updated last paragraph to remove “Assistant Director” contact
Workload and Work Schedules	17	<ul style="list-style-type: none"> Updated page reference in last paragraph
ADA Accommodations	17	<ul style="list-style-type: none"> TASB Update: added new topic describing the process for initiation and requests for reasonable accommodation because of a disability TASB Update: added “or the ADA coordinator” as the department or individual who will respond to accommodation requests
Outside Employment and Tutoring	19	<ul style="list-style-type: none"> TASB Update: added information related to restrictions on school administrator’s performance of outside employment
Employee Involvement	19	<ul style="list-style-type: none"> Updated wording to align with TASB model handbook
Mental Health Training	20	<ul style="list-style-type: none"> TASB Update: added new topic addressing the requirements for mental health training in 19 TAC 153.1015 which became effective December 2, 2024
Paychecks	21-23	<ul style="list-style-type: none"> TASB Update: added contact information for questions about pay statements Updated dates and pay schedules for 2025-2026 for all employees
Teacher Retirement	27	<ul style="list-style-type: none"> Updated page reference in last paragraph
Holidays	32	<ul style="list-style-type: none"> Updated holiday dates for 2025-2026

Local Procedures for Implementing Family and Medical Leave Provisions	36	<ul style="list-style-type: none"> TASB Update: edited the paragraph “Use of Paid Leave” to include provision in HB 2 allowing teachers the option to not use paid leave concurrently with FML for pregnancy or birth or adoption of a child
Temporary Disability Leave	37	<ul style="list-style-type: none"> Updated who should be notified when an employee is ready to return to work
Bereavement Leave	39	<ul style="list-style-type: none"> Updated page reference; removed duplicate entry under Other Benefit Programs
Harassment of Students	49	<ul style="list-style-type: none"> TASB Update: edited fourth paragraph to insert local procedures for reporting harassment
Reporting Suspected Child Abuse	49-50	<ul style="list-style-type: none"> TASB Update: changes were made in the first five paragraphs to meet the new reporting deadline and procedures required by Senate Bill 571
Sexual Abuse and Maltreatment of Children	50	<ul style="list-style-type: none"> TASB Update: changes were made to reflect amendments to the definition of abuse in Senate Bill 571
Reports to Texas Education Agency	51	<ul style="list-style-type: none"> TASB Update: topic moved from the “Termination” section and edited as a result of SB 571 which amended reporting requirements for all employees
Technology Resources	52	<ul style="list-style-type: none"> TASB Update: added an optional bullet addressing appropriate use of artificial intelligence Added statement about employee access to files once they leave the district
Personal Use of Electronic Communications	53	<ul style="list-style-type: none"> TASB Update: added reference to Policy CY TASB Update: updated reference from “Twitter” to “X” in the first paragraph TASB Update: edited third bullet in the third paragraph to reflect Policy CY(LOCAL) changes in Update 124 to include “trademarks”
Criminal History Background Checks	57	<ul style="list-style-type: none"> TASB Update: edited to reflect requirements to conduct criminal history checks on all employees
Employee Arrests and Convictions	57-58	<ul style="list-style-type: none"> TASB Update: edited the third and fourth paragraphs to reflect reporting requirements in SB 571
Tobacco and Nicotine Products and E-Cigarette Use	58	<ul style="list-style-type: none"> TASB Update: deleted “and nicotine products” from first paragraph since statute doesn’t prohibit nicotine products
Copyrighted Materials	60	<ul style="list-style-type: none"> TASB Update: Editorial change to the first sentence
Emergency School Closing	63	<ul style="list-style-type: none"> TASB Update: added policy reference
Resignations	67-68	<ul style="list-style-type: none"> TASB Update: updated the fourth and sixth paragraphs to reflect revised reporting requirements in SB 571

Dismissal or Nonrenewal of Contract Employees	68	<ul style="list-style-type: none"> • TASB Update: updated policy reference • TASB Update: updated the second paragraph to reflect reporting requirements in SB 571
Dismissal of Noncontract Employees	68	<ul style="list-style-type: none"> • TASB Update: updated policy reference • TASB Update: updated the second paragraph to reflect reporting requirements in SB 571
Reports to Texas Education Agency	n/a	<ul style="list-style-type: none"> • TASB Update: topic was edited and moved to Employee Conduct and Welfare as a result of SB 571 which amended reporting requirements for all employees and is no longer limited to resignations and terminations
Index	74-76	<ul style="list-style-type: none"> • Updated page numbers and entries ADA, Disability, and Mental health training