

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT  
AGENDA ACTION SHEET**

Date: February 8, 2021

Subject: Discuss and Take Possible Action on Update 116 Affecting the Following LOCAL Board Policies: CQB, DCD, FFAC, and GKA

Administrator Responsible: Dr. José H. Moreno

Position: Superintendent

A. Purpose of Agenda Item:

Information Only  Action Needed

B. Authority for this Action:

Local Policy \_\_\_\_\_  Law or Rule \_\_\_\_\_

C. Strategic Objective, Goal, or Need Addressed:

Approval of LOCAL Board Policy Update 116, affecting local board policies.

D. Summary: Attached please find the school district's present LOCAL Board Policy Update 116 affecting the following LOCAL Board Policies: CQB, DCD, FFAC, AND GKA.

E. Alternatives Considered: N/A

F. Comments Received: N/A

G. Administrative Recommendation:

That the Board approves the administration's recommendation.

H. Fiscal Impact and Cost: N/A

I. Monitoring and Reporting Time Line: 2020-2021



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

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

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes ~~moved text~~.
- *Revision bars* appear in the right margin, as above.

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

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

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

**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 (TEA) in cybersecurity matters and as required by law report to TEA breaches of system security.

**Training**

The Board delegates to the Superintendent the authority to:

1. Determine ~~Each District employee and Board member shall annually complete~~ the cybersecurity training program ~~to be annually completed~~ ~~designated~~ by each employee and Board member; and
2. Verify ~~the District. The District shall verify~~ and report compliance with staff training requirements ~~in accordance with guidance from~~ the Department of Information Resources.

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

**Security Breach Notifications**

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities 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's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.

<b>Plan</b>	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.
<b>Coordinator</b>	The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters and as required by law report to TEA breaches of system security.
<b>Training</b>	Each District employee and Board member shall annually complete the cybersecurity training program designated by the District. The District shall verify and report compliance with staff training requirements to the Department of Information Resources. Additionally, the District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.
<b>Security Breach Notifications</b>	<p>Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:</p> <ol style="list-style-type: none"><li>1. Written notice.</li><li>2. Email, if the District has email addresses for the affected persons.</li><li>3. Conspicuous posting on the District's websites.</li><li>4. Publication through broadcast media.</li></ol> <p>The District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.</p>

# TASB RECOMMENDATION

Personnel not hired under a contract shall be employed on an at-will basis.

[For information regarding contractual employment, see DCA, DCB, DCC, and DCE, as appropriate]

## Dismissal

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

Appeal of  
Employment  
Actions to Board

A dismissed employee may ~~appeal request to be heard by~~ the ~~dismissal~~ Board in accordance with DGBA(LOCAL).

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**Dismissal**

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

**Appeal to Board**

A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).

# TASB RECOMMENDATION

WELLNESS AND HEALTH SERVICES  
MEDICAL TREATMENT

FFAC  
(LOCAL)

**Student Illness** Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.

**Accidents Involving Students** Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.

**Emergency Treatment Forms** Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.

**Administering Medication** 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 provided below.

**Medication Exceptions** The Superintendent shall designate the employees who are authorized to ~~or designee may~~ 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 regulation ~~to students~~:

~~Employees authorized by the~~  
~~Provided by~~  
~~Parent~~  
~~Provided by~~  
~~Parent~~

1. Prescription medication in accordance with legal requirements. ~~[See FFAC(LEGAL)]~~
1. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
2. ~~Herbal~~herbal substances, or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan ~~for~~ a student with disabilities.

~~No Medication~~  
~~Provided by~~  
~~District~~

3. ~~The District shall not purchase Nonprescription medication provided only on an emergency basis by the District and consistent with:~~
  - a. ~~Protocols established by the District's medical advisor who must be licensed to administer to a student, practice medicine in the state of Texas; and~~
  - b.a. ~~Parental consent given on the emergency treatment form.~~

**Psychotropics** Except as permitted by law ~~Education Code 38.016~~, 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

2. 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.

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



<b>Student Illness</b>	Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.
<b>Accidents Involving Students</b>	Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.
<b>Emergency Treatment Forms</b>	Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.
<b>Administering Medication</b>	No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.
Exceptions	Employees authorized by the Superintendent or designee may administer to students:
<i>Provided by Parent</i>	<ol style="list-style-type: none"><li>1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]</li><li>2. Nonprescription medication, herbal substances, or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.</li></ol>
<i>Provided by District</i>	<ol style="list-style-type: none"><li>3. Nonprescription medication provided only on an emergency basis by the District and consistent with:<ol style="list-style-type: none"><li>a. Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and</li><li>b. Parental consent given on the emergency treatment form.</li></ol></li></ol>
<b>Psychotropics</b>	Except as permitted by Education Code 38.016, an employee shall not: <ol style="list-style-type: none"><li>1. Recommend to a student or a parent that the student use a psychotropic drug;</li><li>2. Suggest a particular diagnosis; or</li><li>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.</li></ol>

# TASB RECOMMENDATION

COMMUNITY RELATIONS  
CONDUCT ON SCHOOL PREMISES

GKA  
(LOCAL)

## 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.

## 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]

## 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 and e-cigarettes 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. A Texas handgun license holder 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]

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