

**SOUTHWEST INDEPENDENT SCHOOL DISTRICT**  
**Summary of Employee Handbook Changes**  
**2025 - 2026**

| <b>Topic</b>  | <b>Summary</b>  |
|---|---|
| ADA Accommodations  | Added a new topic describing the process for initiation and requests for reasonable accommodation because of a disability.  |
| Board of Trustees   | Changed deadline for required notice of board meetings from 72 hours to three business days.  |
| Staff Development   | Added requirement to annually review the TEA clearinghouse and update the professional development plan in Local considerations.  |
| Breaks for Expression of Breast Milk                                  | Removed the implementation date in Local considerations.  |
| Pregnant Workers Fairness Act   | Removed the implementation date in Local considerations.  |
| Outside Employment and Tutoring                                       | Added information related to restrictions on school administrator's performance of outside employment.  |
| Mental Health Training  | Added new topic addressing the requirements for mental health training in 19 TAC § 153.1015 which became effective December 2, 2024   |
| Local Procedures for Implementing Family and Medical Leave Provisions | 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.<br><br>Added note to Local considerations |
| Temporary Disability Leave  | In Local considerations, added direction for District of Innovation districts to address whether temporary disability leave is extended to noncertified teachers.   |
| Standards of Conduct  | Removed the CROWN Act implementation date.<br><br>Local considerations  |
| Paychecks   | Added placeholder for contact for questions about pay statements.   |
| Harassment of Students  | Edited fourth paragraph and directions for inserting local procedures for reporting harassment.   |
| Reporting Suspected Child Abuse                                       | Changes were made to meet the new reporting deadline and procedures required by Senate Bill 571.  |
| Sexual Abuse and Maltreatment of Children                             | Changes were made to reflect amendments to the definition of abuse in Senate Bill 571.  |
| Reports to Texas Education Agency                                     | Topic moved from the Termination section and was edited as a result of SB 571 which amended reporting requirements for all employees.   |

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| Technology Resources                          | Added an optional bullet addressing appropriate use of artificial intelligence.  |
| Personal Use of Electronic Communications     | Added reference to Policy CY<br><br>Updated reference to Twitter to X in the first paragraph<br><br>Edited third bullet in the third paragraph to reflect Policy CY(LOCAL) changes in Update 124 to include “trademarks”   |
| Electronic Recording of Communications        | Added the following section and information:<br><br>Employees shall not electronically record any conversations or meetings pertaining to District business by audio, video, or other means unless every person present has been notified and provided explicit permission to be electronically recorded. An employee making an authorized recording shall ensure that the recording device is located in plain view for the duration of the conversation or meeting. Secret recordings shall be prohibited. This provision does not apply to law enforcement pursuant to protocol or District administration conducting necessary District business as long as notice of the recording is provided to others present.<br><br>These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy, or to limit or restrict electronic recordings involving authorized investigations conducted by District personnel. |
| Criminal History Background Checks            | Edited to reflect requirement to conduct criminal history checks on all employees.   |
| Employee Arrests and Convictions              | Edited the third and fourth paragraphs to reflect reporting requirements in SB 571.  |
| Tobacco & Nicotine Products & E-Cigarette Use | Deleted “and nicotine products” from first paragraph since statute doesn’t prohibit nicotine products<br><br>Deleted “and nicotine products” in Local considerations   |
| Copyrighted Materials                         | Editorial change to sentence.  |
| Emergency School Closing                      | Added policy reference   |
| Resignations                                  | Updated to reflect revised reporting requirements in SB 571.   |
| Dismissal or Nonrenewal of Contract Employee  | Updated policy reference.<br><br>Updated to reflect reporting requirements in SB 571.  |

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|   | Deleted the second paragraph in local considerations.   |
| Dismissal of Noncontract Employees            | Updated policy reference.<br><br>Updated the second paragraph to reflect reporting requirements in SB 571.<br>Deleted the second paragraph in local considerations.   |
| Discharge of Convicted Employees              | Updated the offenses requiring employee discharge.<br><br>Updated the Texas Education Code reference in local considerations.   |
| Reports to Texas Education Agency             | 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.  |
| Responding to Immigration Matters             | Add the following wording:<br><br>In Southwest ISD, our schools will be a safe haven for every child, regardless of immigration status. All employees will remain committed to creating an environment where all students feel welcomed, respected, valued, and supported.<br><br>A situation may arise that involves employee interaction with Immigration and Customs Enforcement (ICE) agents or other non-local law enforcement agents. The district has established clear procedures for school officials to follow when interacting with such agents. These procedures are designed to protect student rights and ensure appropriate legal responses. Incidents involving law enforcement agents shall be referred to the campus principal or designee. He or she will follow the district's Immigration Response Protocol. |
| Personal Recording Devices                    | Personal recording devices, including but not limited to smart glasses, are prohibited at school and school-related events. Employees are not allowed to use such items to record students, even if students and parents give consent. The presence of personal recording devices at school raises significant concerns regarding student and staff privacy. In addition, their presence and use have the potential to create distractions in the classroom setting.  |
| Payment for Accumulated Leave Upon Separation | A change was made in a sentence that addresses employees receiving payment for each day of accumulated state and local leave.   |