

Policy Alert

Employee Notification: 2024-25 School Year

State and federal laws require certain information to be distributed to school district employees. When the law does not specify a communication method — such as giving employees copies or posting the information — conveying the information in staff meetings, employee handbooks, or staff newsletters may suffice.

This annual Policy Alert will assist administrators in complying with these requirements for the 2024-25 school year.

Distributing the Information

The district should distribute the policies discussed in this Alert to employees at the beginning of the school year or upon hire. Information about policy changes should be distributed as soon as possible.

Policy changes pertaining to employee rights, pay, benefits, etc., that may be construed by a court of law or the commissioner of education to “materially affect the terms of the contract” should be distributed prior to the penalty-free resignation date established by law (45 calendar days before the first day of instruction of the next school year).

What about electronic distribution?

Electronic distribution of required policies is permissible under the following conditions:

- If employees are entitled to a copy of the policies, the employees must have access to a computer and a printer and sufficient training to print the documents.
- The district must document that it has offered individual employees the option of hard copy or electronic access, such as through a sign-off sheet giving the employee the option to receive hard copies of the policies or to accept responsibility for accessing the policies electronically. The sign-off sheet should list the policies and instructions for electronic access. A sample sign-off sheet may be found at [DC\(EXHIBIT\)](#) in the *TASB Regulations Resource Manual*, available to superintendents, superintendents’ administrative assistants, and policy contacts through the [Governance and Management Library](#) in Policy Online® (TASB login required).

Required Information

For all employees

Discrimination, harassment, and retaliation

To ensure that employees understand how to report and respond to allegations of prohibited discrimination, harassment, and retaliation, the policies and exhibits below should be distributed annually to employees and should be available at each campus and at the district’s administrative offices. It is imperative that all employees be aware of and trained on their responsibility to respond immediately and appropriately if the employee suspects or receives

notice that a student has or may have experienced prohibited conduct. Relevant policies include the following:

- DH and FO — Policies and exhibits addressing standards of conduct for employees and students.
- DIA, FB, and FFH series — Policies regarding discrimination, harassment, and retaliation, including the relevant exhibits containing contact information for reporting such behavior, for employees and students.

Bullying

A separate policy, FFI(LOCAL), addresses student bullying, including cyberbullying, and establishes procedures for reporting and investigating allegations. State law requires that the policy and necessary procedures be included in the student and employee handbooks and the district improvement plan and be posted on the district's website to the extent practicable. Additionally, because this conduct may also rise to the level of discrimination or harassment if based on a protected characteristic, this policy should be distributed to employees along with FFH(LOCAL) and (EXHIBIT).

Child abuse and neglect

Commissioner rules require that districts distribute policies pertaining to child abuse and neglect to all employees at the beginning of each school year and regularly review the policies, including procedures for reporting suspected child abuse or neglect, in staff development programs. As part of the staff development programs, districts should also review their policy and programs addressing sexual abuse, trafficking, and other maltreatment of students. These programs must be included in the district improvement plan and the student handbook, and districts must also provide training for increasing staff awareness about sexual abuse, trafficking, and other maltreatment of children, including prevention techniques and warning signs.

Policy information may be found at the following codes:

- BQ(LEGAL), referring to the district plan for addressing sexual abuse and other maltreatment of children.
- DH(LOCAL) and (EXHIBIT), addressing employee standards of conduct.
- FFG(LEGAL) and (LOCAL), addressing child abuse and neglect, trafficking, and maltreatment of students.
- GRA(LEGAL) and (LOCAL), addressing child abuse investigations.

Drug-free workplace

Federal law requires districts to publish a statement notifying employees about the district's drug-free workplace. This statement is found at DH(LOCAL), which must be provided to employees.

For teachers and administrators

Student discipline

Education Code 37.018 requires districts to provide each teacher and administrator with a copy of Chapter 37, sections 37.001 through 37.023, addressing student discipline, as well as a copy of relevant local district policies. In addition to the Chapter 37 sections, Policy Service recommends that districts provide all local policies in the FN and FO series to teachers and administrators.

Policy Service also recommends that districts make the student code of conduct and the applicable student handbook available to teachers and administrators by posting the documents on the district's website or providing hard copies. Policy changes or amendments to these documents made during the school year should be provided to all teachers and administrators through the same methods. Education Code 37.001 requires the student code of conduct to be posted and prominently displayed at each school campus or to be made available for review in the campus principal's office.

The next update to the [TASB Model Student Handbook](#) will be released in May and will be available in the Policy Online [Governance and Management Library](#).

For term contract employees

"Employment policies"

Education Code 21.204(d) requires the board to provide each teacher with a copy of the teacher's contract and, at the teacher's request, a copy of the board's employment policies. The district must also post its employment policies online. Upon request, the board must make a copy of the employment policies available for inspection at each school within a reasonable time. The law does not specify which policies are considered "employment policies."

Although this statute applies only to employees who hold educator term contracts, TASB Policy and Legal Services recommend that the district also provide the information to those employed under probationary and continuing contracts.

Since there is not a statutory definition of the term, TASB Policy and Legal Services suggest that "employment policies" might include legal and local policies and exhibits found at the following codes in your local policy manual, marked to indicate if revisions to a relevant local policy were included in Update 122 or in the coming Update 123, which will be available in June.

Note: If a "series" is indicated, the teacher will receive a copy of each document that begins with the two or three letters in that policy code series.

Policy Code	Policy Title
DAA	Equal Employment Opportunity
DBAA	Pre-Employment Reviews
DBD	Conflict of Interest
DC series (U122 & U123)	Employment Practices
DEA series	Compensation Plan

Policy Code	Policy Title
DEC series (U122)	Leaves and Absences
DF series	Termination of Employment
DG	Employee Rights and Privileges
DGBA (U123)	Employee Complaints/Grievances
DH series	Employee Standards of Conduct
DI series	Employee Welfare
DK	Assignment and Schedules
DN series	Performance Appraisal

For employees who enforce meal policies

The United States Department of Agriculture (USDA) requires districts to provide their written meal charge policy, CO(LOCAL), to all school staff responsible for policy enforcement. This includes food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of the meal charge policy. Also, the USDA recommends that districts inform the following individuals of the policy: school social workers, school nurses, homeless student liaisons, other staff members who assist children in need or who may be contacted by families with unpaid meal charges, principals, and other administrators.

For more information, see the USDA's memo, [Unpaid Meal Charges: Guidance and Q&A](#).

Mandated postings

Employment policies, regulations, and forms

State law requires a district to post on its website the employment policy required by Education Code 11.1513(a) and the full text of any regulations referenced in the policy. Any forms referenced in the policy must be made available on the district's intranet or at the district administrative office if the district does not maintain an intranet website accessible to district employees.

The board policy topics required by Education Code 11.1513(a) address board employment and evaluation of the superintendent, the superintendent's authority to make hiring recommendations to the board and any board delegation to the superintendent for final hiring authority, and approval by the principal of campus staff assignments.

Work-site notices

A number of work-site notices — on topics ranging from workers' compensation rights to pest control treatments — must be posted. Posted information should be placed in several different accessible areas (for example, teacher workrooms, kitchens, transportation offices, and

adjacent to mailboxes) where employees at each worksite are most likely to see them. For further information regarding required notices, consult the following TASB publications:

- [Work-Site Posting Requirements](#) and the [Work-Site Posting Checklist](#) in the [HR Services Resource Library](#), which is available to TASB HR Services subscribers (TASB login required).
- *Federal and State Work-Site Posters*, which are available in English and Spanish from the [TASB Store](#) (cataloged under the “District Operations” topic or found by searching “postings”).

Other Important Information

While the law does not require distribution of the key policies and administrative procedures listed below, the information in these legal and local policies and exhibits should be reviewed periodically in staff training or through other communications. The codes are marked if Policy Service recommended revisions to local policy in Update 122 or in the coming Update 123, which will be available in June.

District goals and planning

Policy code	Topic
AE	District educational philosophy
BQ series	District- and campus-level planning

Instruction, students, and parents’ rights

Policy code	Topic
EF series (U123)	Instructional resources and library materials
EHBAF	Video cameras in special education settings
EIA	Grading standards and grade reporting
EIE	Promoting and retaining students
FB series	Protection of students from unlawful discrimination
FE series	Student attendance
FFAC (U122)	Providing medical treatment or medication to students
FFAD	Excluding students with communicable diseases
FFAF	Care plans for students at risk for anaphylaxis
FFB series (U122)	Crisis intervention and trauma-informed care
FFG	Mandated reporting of child abuse and neglect
FFH series	Freedom from discrimination, harassment, and retaliation
FFI	Freedom from bullying (including cyberbullying)
FL (U122)	Safeguarding privacy of student records
FNA	Student expression
FNAA	Distribution of nonschool literature

Policy code	Topic
FNAB	Use of school facilities for nonschool purposes
FNG (U123)	Handling student/parent complaints; parents' rights
FO	Student discipline
GRA	Interaction of police and child protective services with students on campus

Personnel

Policy code	Topic
CAA	Financial ethics
CB	Federal conflicts of interest
CDC	Solicitation of gifts
CK series (U123)	Employee safety practices and crisis management
CQ series (U123)	District technology and electronic communications
CQB (U122)	Cybersecurity
CRD	Health and life insurance
CY	Intellectual property and copyright
DAA	Equal employment opportunity
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC series (U122 & U123)	Employment practices
DEA series	Compensation plan
DEC series (U122)	Employee leaves and absences
DEE	Requirements for expense reimbursement
DF series	Termination of employment
DGBA (U123)	Process for employee complaints and grievances
DH	Employee standards of conduct
DHE	Alcohol/drug screening and other searches of employees
DIA	Freedom from discrimination, harassment, and retaliation
DK	Assignment to positions; transfers
DN series	Employee evaluation/appraisal
GBA series	Confidentiality of personnel records; public and nonpublic information
GBBA	News media relations and communications during a crisis
GKA	Community relations and conduct on school premises
GKD series	Nonschool use of school facilities and distribution of nonschool literature

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